

# SERA OPERATING POLICIES AND PROCEDURES

Revised as of August 23, 2023

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## **SEMINOLE ESTATES RESIDENTS ASSOCIATION (SERA)**

### **POLICY FOR SERA OPERATING POLICIES AND PROCEDURES**

Reference: SERA Bylaws Article IV, Section II D

1. SERA Bylaws Article IV, Section II D, states that the SERA Board of Directors shall create and maintain SERA Operating Policies and Procedures to detail various processes, affairs, operations, and procedures which shall be followed by the Seminole Estates Residents Association (SERA).

Operating Policies and Procedures may be written for the following reasons (but not limited to these reasons):

- A. To provide detail for items mentioned in the SERA Bylaws.
  - B. To outline processes and procedures to be determined and followed by SERA.
  - C. To document decisions approved in SERA meetings which affect the operation of SERA or the operation of the SERA Board.
  - D. Others that may become necessary.
2. The operating policies and procedures contained within this document hereby replace all previous decisions, policies and procedures ever made by previous SERA Boards or approved in previous SERA Residents meetings.
  3. To be effective, each proposed addition to the Operating Policies and Procedures shall be approved by the Board and then by a majority vote in a SERA Residents meeting. Official copies of these Operating Procedures shall be kept by the Board along with the current version of the Bylaws, and these shall be available to all Residents.
  4. New or revised Operating Policies and Procedures should be drafted in a logical and easy-to-understand format, but the Board reserves the right to edit and/or revise proposals for format or clarity.

## SEMINOLE ESTATES RESIDENTS ASSOCIATION (SERA)

### SERA SOCIAL MEMBERSHIP POLICY

#### **Purpose:**

The purpose of this policy is to clearly define the rules for membership in SERA Social by clarifying and expanding upon Article II, Section I F, of the SERA Bylaws.

#### **Explanation:**

SERA Social is not a separate organization. By paying dues, persons become eligible to attend SERA social activities at a discounted price (for those that have a charge). Persons who pay these dues receive a name badge as an indication they have paid and are referred to as Members. But persons who have not paid are also eligible to attend SERA social activities, but just not at the discounted prices.

#### **Membership Policy:**

Residents, Caregivers and Live-in Occupants are eligible to join SERA Social as Members.

Attendance at SERA Social functions:

1. SERA Social Members are eligible to attend SERA Social functions with full and complete rights and privileges.
2. Non-Members (persons eligible to join but choosing not to) are also eligible to attend SERA Social functions. However, if an entrance fee is being charged, Non-Members will be required to pay the non-discounted Non-Member price.
3. Guests are eligible to attend SERA Social functions as guests when they are accompanied by a Member and after they have paid any Non-Member fee.

#### **Membership Dues:**

Membership in SERA Social requires payment of annual dues by July 1 of each year. However, if a person joins between January 1 and June 30, then dues will be one-half price for period through June 30 of that year. The cost of dues is determined by the Board and approved in a regular SERA Residents meeting.

# SEMINOLE ESTATES RESIDENTS ASSOCIATION (SERA)

## POLICY FOR SERA COLOR SECTIONS

The homes in Seminole Estates (Park) are divided into seven (7) color districts:  
Blue, Orange, Brown, Pink, Green, Yellow, and Purple.

**Blue units:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 185, 186, 187, 188, 189, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200

**Orange units:** 25, 26, 28, 29, 30, 31, 32, 33, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 190

**Brown units:** 22, 23, 24, 27, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 52, 53, 54, 61, 62, 63, 64

**Pink units:** 86, 87, 88, 89, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158

**Green units:** 51, 55, 56, 57, 58, 59, 60, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85

**Yellow units:** 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 107, 109, 111, 113, 115, 117, 118, 119, 121, 123, 125, 129, 130, 131, 132

**Purple units:** 104, 105, 106, 108, 110, 112, 114, 116, 120, 122, 124, 126, 127, 128, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211



## Seminole Estates Active Retirement Community

## SEMINOLE ESTATES RESIDENTS ASSOCIATION (SERA)

### POLICY FOR SEMINOLE ESTATES COLOR CAPTAINS<sup>1</sup>

Seminole Estates is divided into seven color sections: Blue, Orange, Brown, Pink, Green, Yellow, and Purple. Each section elects or appoints a Color Captain to represent them. These Captains will serve a two-year term and can be re-elected or re-appointed for another term if the members of the section so desire. The Captains may choose an assistant to help with their duties or assume the duties of the Captain if he or she is away due to vacation, illness, etc. In order to determine the wishes of their color section regarding their continuing as Captain, a Captain may do a phone poll, written poll, or call their section together for this purpose. If the Captain is ready to step down, then the use of anyone of these methods may be used to find a replacement.

To facilitate communication, the Color Captains may choose a Telephone Tree Coordinator and a Communications Coordinator. Additionally, a Head of the Color Captains shall be chosen by the Color Captains. All of these persons:

1. May or may not be a Color Captain
2. Shall serve a two year term, and may be reselected for multiple terms.
3. One person may fill more than one of these positions.

The Head of the Color Captains will interface with the SERA Board as necessary to handle group responsibilities.

If a Color Captain is not fulfilling their duties as described in the policy statement, the Head of the Color Captains and the SERA Board President will meet with the Color Captain offering such support as may be needed. If deemed appropriate by the Head of the Color Captains and the SERA President, the person may be required to step down. Identifying a replacement would then fall upon the Head of the Color Captains and the SERA Board President as outlined above.

The Color Captains are to meet with the SERA Board if called by the Board, or if such issues arise which necessitate a meeting with the Board at the request of the Color Captains.

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#### <sup>1</sup> Change Notes from Cover Letters

**April 20, 2013** - These changes reflect the most current agreements reached during the Residents Meetings held in August and September of 2012, and February of 2013.

**January 18, 2012** - The changes acknowledge that the current system of having a Board member selected to act as Color Coordinator once a year was not working well, because in order to be effective in working with the Color Captains, one has to become familiar with, not only, the Color Captains, but also, how they operate within the Park.

By replacing the Color Coordinator (selected from the Board) with a Communications Committee (chosen by the Color Captains either from among themselves or from the Park population at large), there should be some continuity in the governing of the activities in which the Color Captains engage. There would be no need for a completely new Committee to be formed every time there is a change to the Board by elections each year. The Communications Committee will be the liaison between the Color Sections and Management of the Park.

## SEMINOLE ESTATES RESIDENTS ASSOCIATION (SERA)

### Duties of the Color Captains

1. Be an advocate for the residents, individually or collectively, bringing their concerns or suggestions to the SERA Board of Directors through the Head of the Color Captains. The captains are always advocates and never enforcers of rules or regulations. The discriminating criteria are that these concerns are to be Park-related concerns and not personal problems of residents.
2. Work with the Telephone Tree Coordinator and maintain a Color Section Telephone Tree to inform residents of outages, emergencies, etc., when requested by the SERA Board or Park Management.
3. Work with the Communications Coordinator to welcome new residents to the community, distribute the New Resident's Handbook, telephone directory, and acquaint new residents with the activities available in the Park. They will also distribute literature approved by the Board of Directors.
4. Encourage social activities within their color section and between other color sections. Funding for these activities may be requested from the Board.
5. Work with the Board on the New Resident's Social, typically held twice a year.
6. Identify and appoint/elect the individuals to fulfill the duties of the:
  - a. Head of the Color Captains
  - b. Communications Coordinator
  - c. Telephone Tree Coordinator

**SEMINOLE ESTATES RESIDENTS ASSOCIATION (SERA)**

**POLICY FOR  
TELEPHONE TREE COORDINATOR**

Be overall Manager of the Telephone Tree for all Color Sections. As such, the Telephone Tree Leaders in each Color Section report to the Telephone Tree Coordinator.

A likely scenario in the event that a park-wide message needs to be disseminated: Park Manager calls the Telephone Tree Coordinator or the SERA President, as available. The Telephone Tree Coordinator or the SERA President will call the Color Section Telephone Tree leaders. Color Section Telephone Tree leaders activate their Color Section Telephone Tree.

In the event that a party in the Tree is absent, then use your best judgment and call the appropriate persons to continue the progress of the Tree.

## **SEMINOLE ESTATES RESIDENTS ASSOCIATION (SERA)**

### **POLICY FOR COMMUNICATIONS COORDINATOR**

Be responsible for the New Residents Welcome visits.

Coordinator receives a quantity of New Residents Welcome Packets from the producer and makes them available to Color Captains.

The Communications Coordinator may accompany the Color Captain on the planned visit to welcome new Residents.

Assist as necessary if a Color Section would like to have a social activity for their Section. An example would be if a Color Section would like to have a social activity for their Section, the Communications Coordinator might interface with the SERA Board on behalf of the Color Section to obtain SERA Social funds to pay for refreshments.

The Communications Coordinator will present any concerns to the SERA Board as appropriate. The discriminating criteria are that these are to be Park-related concerns or problems, not the personal problems of Residents.



## SEMINOLE ESTATES RESIDENTS ASSOCIATION (SERA)

### POLICY FOR BOARD POSITION GUIDES

**Purpose:** The purpose of this policy is to provide guidelines for some of the positions of the SERA Board of Directors. This is intended to be an aid, a guideline, to understanding what is expected of those serving in these positions, but it is not intended to be strict rules.

#### **Procedure for Naming Board Members to Officer Positions**

The new Board meets promptly after each Annual Election and appoints members to the Officer positions.

#### **President**

The President is the leader of the organization and shall perform duties common to the office, including leading all SERA Residents Meetings and SERA Board Meetings with the principles of Robert's Rules of Order used as a guideline. The President also:

1. Oversees operations of SERA, ensuring compliance with the Bylaws and SERA Operating Policies and Procedures.
2. Names and charters all committees according to the Policy for SERA Committees.
3. Is the spokesperson and advocate for SERA in dealing with outside agencies.
4. Meets regularly with the Park Manager regarding Park business and maintains good relations with Park management and ownership.
5. Provides renewal to the Oregon Corporation Division.
6. Files the appropriate non-profit tax forms with the IRS.
7. Keeps Vice President of Business Affairs and other Board members informed of SERA business and issues.
8. Writes monthly articles for TeePee Topics.
9. The agenda for SERA Residents Meetings shall be posted at least 5 days in advance of the meetings.

#### **Vice President of Business Affairs**

The Vice President of Business Affairs

1. Shall automatically assume the responsibilities of the President, should the President become unavailable, incapacitated, or otherwise unable to fulfill his/her responsibilities. This includes presiding at meetings when designated by the President and performing such other duties as assigned by the President or the Board of Directors.
2. Shall have the responsibility of overseeing the Annual Audit of the SERA financial statements.
3. Shall work with the President to file tax forms.

#### **Vice President of Social Affairs**

1. The primary responsibility of the Vice President of Social Affairs is to obtain hosts or sponsors for the social activities of the Association (but is NOT required to conduct or lead the activities).
2. The Vice President of Social Affairs will have a copy of the roll of SERA Social members.
3. The Vice President of Social Affairs is responsible for an annual inventory of SERA kitchen assets, due by July 31<sup>st</sup> of each year.
4. May be asked to provide a monthly input to TeePee Topics.

## SEMINOLE ESTATES RESIDENTS ASSOCIATION (SERA)

### **Secretary**

The Secretary shall:

1. Record and transcribe the minutes of all SERA-related meetings.
2. Prepare and mail official correspondence such as SERA's annual letter to the owners regarding ORS 90.760.
3. Post in the outdoor glass case the minutes of SERA Residents Meetings within seven (7) days of each meeting.
4. Provide reminder notices to all Board Members one to three days prior to Board meetings.
5. Manage the records of the Board, be custodian of important organization documents, and archive the minutes of SERA Meetings at the end of the year.

### **Treasurer**

The Treasurer shall keep accurate records according to Generally Accepted Accounting Principles (GAAP) and in conformance with the SERA Financial Policy established herein. The Treasurer is the interpreter of the organization's financial data for the Board. The Treasurer shall:

1. Maintain accurate accounting records of the association.
2. Maintain the bank account and reconcile monthly.
3. Manage SERA investment funds such as Certificates of Deposit.
4. Prepare and post the monthly Treasurer's Report, listing the income and expenses of the fund categories specified in the SERA Financial Policy.
5. Receive all monies generated by the Association and deposit in bank account.
6. Disburse funds based on the fund categories specified in the SERA Financial Policy for the various Association activities and/or expenses.
7. Attend Board and Resident Meetings and give Treasurer's Report.
8. Submit records for Annual Audit and answer any question from the Audit Team.
9. Prepare other financial reports as requested by the Board.
10. In order to be placed on bank signature cards, those who will be signing SERA checks – President, Vice President of Business Affairs, and Treasurer – will need to go to the bank, in person, with the outgoing Treasurer and with a copy of the minutes naming them as newly elected officers.
11. The Treasurer will provide a list of persons who have paid dues for SERA Social.
12. The Treasurer will print the SERA Social name badges.

## **SEMINOLE ESTATES RESIDENTS ASSOCIATION (SERA)**

### **POLICY FOR COMMITTEES**

- I. Committee Formation
  - A. Committees may be established by the Board for specific purposes, to manage certain activities, or to perform certain tasks.
  - B. The Board shall approve the committee purpose.
  - C. The President may either select all committee members or select a chairperson to whom authority is delegated to select the other committee members.
  - D. The Board approves all committee members.
  
- II. Committee Continuance
  - A. The term of all committees automatically terminates not later than on the day of the first Board Meeting in July of each year.
  - B. In the first Board Meeting in July, the newly established Board may choose to continue the existence of each committee.
  - C. For committees which are to be continued, each member must be re-approved.

## **SEMINOLE ESTATES RESIDENTS ASSOCIATION (SERA)**

### **POLICY FOR KITCHEN KAPTAIN**

The SERA “Kitchen Kaptain” will be the person responsible for managing the SERA Clubhouse kitchen, its equipment, and the supplies for it. The Kitchen Kaptain is appointed by the Board of Directors and works under the direction of the Vice President of Social Affairs.

The Kitchen Kaptain is not expected to drive to many different stores to buy supplies, just to save a few pennies. Our Kitchen Kaptain’s time and gasoline are valuable also, and we need to respect that.

Access to kitchen supply cabinets shall be limited to the following:

- Kitchen Kaptain
- VP of Social Affairs
- Pancake Breakfast Chairperson (2)
- Celebration of Life Chairperson
- Current month’s Potluck Chairperson
- Others event organizers at the discretion of the board – to be returned immediately following the event

The position of Kitchen Kaptain must be re-appointed annually by the SERA Board.

## SEMINOLE ESTATES RESIDENTS ASSOCIATION (SERA)

### ELECTION POLICY

Reference: SERA Bylaws Article VIII

#### I. Election

Every year there will be an election of Directors for the SERA Board. The terms of office shall be for two (2) years and shall be staggered so that three (3) Directors shall be elected in the odd-numbered years and four (4) Directors shall be elected in the even-numbered years. The year shall run from July 1 through June 30. Election Day is normally the same day as the June Residents Meeting, which is designated as the Annual Meeting.

#### II. Nomination of Candidates

The President shall appoint, by the April Residents Meeting, a Nominating Committee consisting of three (3) members. The Nominating Committee shall obtain at least one (1) nominee for each Board vacancy, with the goal of having more candidates than open vacancies. The Nominating Committee shall report weekly to the Vice President of Business Affairs regarding the status of obtaining nominees. If it appears that there will be insufficient candidates, the Board should take extra actions to obtain the needed candidates. Nominations from the floor shall be accepted during the May Residents Meeting. The final nominations shall be delivered to the Secretary at the close of the May Residents Meeting.

The Secretary shall post on the Clubhouse bulletin board within five (5) days following the May Residents Meeting the list of all nominees. This listing shall also include those nominated from the floor at the May Meeting.

Candidates will be asked to participate in a Candidates Forum in the first week of June.

If there are fewer candidates than open Board vacancies, then the Board may temporarily operate with fewer than seven (7) Directors.

#### III. Election Procedure

##### A. Election by Acclamation

At the May Residents Meeting, after asking for nominations from the floor, if the final number of candidates is equal to or less than the number of Board vacancies, then upon a favorable vote of the Residents in attendance, the candidates may be elected by acclamation and the June election cancelled. These newly elected candidates will take office the following July 1. If the motion to elect by acclamation fails, then the June election will be held.

##### B. Ballot Preparation

The Secretary, or designee, shall prepare the ballot for the June election, alphabetically listing all nominees submitted by the Nominating Committee or nominated from the floor at the May meeting.

## SEMINOLE ESTATES RESIDENTS ASSOCIATION (SERA)

### C. Absentee Ballots

Ballots and two (2) envelopes will be made available by June 1 from the Secretary and at least one (1) other person designated by the Board of Directors. One envelope is marked "Privacy" and will be used to hold the completed ballot. The second envelope will hold the privacy envelope and will have a place for the voter to sign his/her name and space number.

The completed absentee ballot enclosed in the "Privacy" envelope and outer sealed envelope may be returned to the locked Suggestion Box or Ballot Box at the clubhouse, or to a SERA Board member. To be counted, it must be received not later than the day of the election.

### D. Election Day Process

The election shall be held in the clubhouse during the designated hours on the designated Election Day. Poll watchers (volunteer residents) shall witness voters signing the election register, pass out ballots, and watch over the ballot box.

#### 1. Ballot Counters and Vote Observers

Immediately upon the close of the election and before the beginning of the Annual Meeting, all ballots shall be collected and counted in a private location. The Ballot Counters shall consist of two (2) or more Residents appointed by the Board of Directors. Each of the Ballot Counters shall count each ballot and keep a tally sheet. At the end, the tally sheets will be compared and should match.

Election Vote Observers shall consist of no more than one (1) Board Member and one (1) Resident. Their assignment of duties will include observing the ballot-counting process for the accurate counting of votes.

#### 2. Announcing Election Results

At the June Annual Residents Meeting, the President shall announce the results of the election.

## SEMINOLE ESTATES RESIDENTS ASSOCIATION (SERA)

### FINANCIAL POLICY

Reference: SERA Bylaws Article IV, Section II

1. SERA monies will be divided into four (4) fund categories: General Fund, Legal Fund, Memorial Fund, and SERA Social Fund. Each category will be accounted for as a separate fund.
2. Funds will be typically dispersed by the writing of checks (Typical Expenditures below). Each check shall be signed by two authorized Board members. The following Board officers are authorized to sign checks: President, Vice President of Business Affairs, and Treasurer.
3. The SERA Board is pre-approved to spend up to \$250 for a single purpose expenditure. This limit may not be applied repeatedly to cover expenditures over \$250. Expenditures of more than \$250 must be pre-approved by a majority vote of the Residents in a SERA Residents Meeting.
4. Transfer of monies between all fund categories must be approved by the Board of Directors.
5. A cash box of \$25 will be maintained for change at events such as potlucks and pancake breakfasts.
6. A social fund advance of \$150, in the possession of the Kitchen Captain, will be available for the purchase of kitchen supplies. Receipts for items purchased must be turned in to the Treasurer or designated Board member to replenish this fund.
7. A social fund advance of \$150, in the possession of the Vice President of Social Affairs, will be available for the purchase of activity supplies. Receipts for items purchased must be turned in to the Treasurer or designated Board member to replenish this fund.
8. A social fund advance of \$180, in the possession of the Koffee Klatch Kaptain, is available for the purchase of supplies. The Koffee Klatch Kaptain will periodically request replenishment of this fund. Property Management provides funds in the amount of \$15 per week for Koffee Klatch activities. An annual bill for \$780 must be submitted in July of each year.
9. Property Management annually contributes \$3 per space (excluding the space occupied by the Park Manager). An annual bill must be submitted in January of each year.
10. The Treasurer's monthly financial report shall be posted at least five (5) days in advance of each SERA Residents Meeting.

## SEMINOLE ESTATES RESIDENTS ASSOCIATION (SERA)

### 11. Typical Income Sources:

#### **General Fund**

Annual Contribution from Property  
Management  
Garage Sale Income  
Bazaar Income  
Celebration of Life Donations

#### **Memorial Fund**

Donations in Memoriam

#### **SERA Social Fund**

Annual Membership Dues  
Pancake Breakfast & Potluck Income  
Social Activities Raffle Income

#### **Legal Fund**

Interest on investments

### 12. Typical Expenditures

#### **General Fund**

Park Directories  
Sunshine Committee  
Annual Corporation Fee  
Administrative Costs  
Drop Box Fees

#### **Memorial Fund**

Special Projects in Memoriam

#### **SERA Social Fund**

Potluck & Pancake Breakfast Expenses  
Kitchen Supplies  
Kitchen Equipment  
Color Section Meeting Refreshments



## SEMINOLE ESTATES RESIDENTS ASSOCIATION (SERA)

### DIGITAL PROJECTOR POLICY AND PROCEDURES

The Seminole Estates Residents Association (SERA) has purchased a digital video projector. This policy describes the control and use of that projector. The projector is expensive and somewhat easily damaged if not properly handled and operated. Additionally, a computer has been donated to use with the projector.

#### Control of Use

**Storage:** The projector will be kept in a designed locked location in the Clubhouse.

**Controlling Persons:** SERA shall designate a Board member as the primary Controlling Person to be contacted to gain permission for use of the projector. This Controlling Person shall designate two alternates to be contacted in the event the primary is unavailable. A record of events and who used the projector should be kept by the Controlling Person.

**Required Operational Training:** SERA shall designate at least one, (two or three preferred) Approved Projector Operators (APOs). These may be either SERA Board members, or other Resident of Seminole Estates. The List of APOs may be obtained from the SERA Secretary.

**Approved Uses:**

- SERA Residents Meetings (both regular and special)
- SERA Board Meetings
- Monday Morning Koffee Klatch
- Sports Events and Game Nights
- Movie Nights

**Other uses as approved by the SERA Board or by Residents at the monthly Residents Meetings.**

**The projector is NOT available to individuals for private functions.**

## SEMINOLE ESTATES RESIDENTS ASSOCIATION (SERA)

### POLICY AND PROCEDURES FOR POTLUCK SUPPERS

As a general rule the Residents of Seminole Estates, and/or Members of the SERA Social organization, prepare and present a monthly potluck supper for the second Thursday and provide a main dish. The exceptions are the months of December and July which are historically sponsored and presented by Seminole Estates Management.

SERA Vice President of Social Affairs has general oversight and coordinates these activities as provided for in the Bylaws and the Operation Policy and Procedures Financial Policy.

#### *In the Event of a Request for Cancellation:*

If the primary person or group responsible for an event is unable to fulfill these duties and requests the cancellation of a scheduled Potluck Supper, for any reason, the request must be presented to the SERA Board for action three or more days prior to the event.

The SERA Board will respond to the request within twenty-four (24) hours of notification. The Board may opt to undertake the responsibility of performing such duties or cancel the event.

Only by the majority vote of the SERA Board may a Potluck Supper be cancelled.

If the decision of the SERA Board is to cancel the event, the Communication Tree will be activated by the SERA Board President or a Board member designated by the President.

## SEMINOLE ESTATES RESIDENTS ASSOCIATION (SERA)

### POLICY FOR SERA RESIDENTS MEETINGS

Reference: SERA Bylaws Articles III and VII

SERA Bylaws Article III, Section II defines a Resident as:

A person who resides in a home in Seminole Estates and is registered as a Resident by the Management Office. This person's name appears on the official title of the house and/or on the lease or rental agreement.

#### **Who may attend SERA Residents Meetings:**

- Residents
- Others living in Seminole Estates

#### **Who may participate in SERA Residents Meetings:**

- Residents only

#### **Voting at SERA Residents Meetings**

How voting is conducted for motions made in SERA Residents Meetings depends upon the nature of the motion. Voting for some motions may be limited to one vote per household, while others may be voted upon by all Residents.

##### **Motions limited to one vote per household:**

- Board of Directors
- Motions for By-Law changes
- Motions regarding actions which may affect the possible purchase of the park by Residents

**Motions not meeting the above criteria, may be voted upon by all Residents.**

#### **Meeting Agenda**

- A. Residents wishing to have topics on the agenda of a future meeting must provide those topics to the President or Secretary at least seven (7) days prior to the meeting.
- B. A meeting notice with agenda shall be posted on the clubhouse bulletin board at least five (5) days prior to such meetings, listing any important/significant topics planned for discussion.

**SEMINOLE ESTATES RESIDENTS ASSOCIATION (SERA)**

**POLICY FOR  
FUNDS FOR SERA COLOR SECTION GATHERINGS**

While hosting a color section gathering isn't a requirement for Color Captains, it is encouraged. When a color section has a gathering, it may request funds from SERA to help cover the expenses incurred by the hosting Color Captain.

An amount of up to \$100.00 per color section per fiscal year (July 1 through June 30) may be requested from SERA.

If two (or more) color sections go together on a gathering, each Color Captain may request up to \$100.00 to help cover expenses.

Receipts for gathering expenses must be turned in to the Treasurer for each request for funds.

When Section gatherings are held at the Clubhouse, the Color Captains may make use of the general kitchen supplies there.

## SEMINOLE ESTATES RESIDENTS ASSOCIATION (SERA)

### LASER PRINTER POLICY AND PROCEDURES

The Seminole Estates Residents Association (SERA) has purchased a color laser printer. This policy describes the control and use of that printer. The printer is expensive and somewhat easily damaged if not properly handled and operated.

#### Control of Use

**Printer Operators:** SERA shall designate a Resident as the primary Printer Operator to be contacted to gain use of the printer. This Printer Operator shall designate at least one Resident as an alternate Printer Operator to be contacted in the event the primary Printer Operator is not available. A record of print jobs and who operated the printer should be kept by the Printer Operator.

**Storage:** The printer will be kept in the home of the primary Printer Operator. Access to this home shall be available to the alternate Printer Operator(s) when the primary Printer Operator is not home.

#### Approved Uses:

- SERA Resident Directory
- Welcome packet contents
- Bylaws and Policies
- Flyers for SERA social events
- Signup sheets for SERA activities
- SERA reports (agendas, minutes, financial, etc.)
- SERA Social name tags
- Correspondence
- Board candidate bios
- Garage sale maps
- TeePee Topics: Since the TeePee Topics is an entity separate from SERA, they will purchase printing services at a rate negotiated with the SERA Board.

**Other uses as approved by the SERA Board or by Residents at the monthly Residents Meetings.**

**The printer is NOT available to individuals for private or personal use.**