

2010 Neighborhood Representatives Charter

Neighborhood Representatives (Reps) are a vital communication link between the Association and their individual neighborhoods – they are the voice of their neighborhood to First Colony Community Association (FCCA). In addition, Reps help FCCA create a sense of community within their own neighborhoods. Neighborhoods that have active Reps tend to be more cohesive, have greater compliance with deed restrictions, and greater community pride.

The following list presents various responsibilities of Neighborhood Reps. FCCA values all efforts put forth in volunteering to accomplish these tasks and recognizes that all Reps may not be able to accomplish each and every task listed.

ELECTION

- ◆ Reps are elected annually by the property owners of their neighborhood. Each Rep is elected to a one year term; continuing Reps must be re-elected each year. Each separate FCCA neighborhood may have up to three elected Reps. the top three vote getters will become the official Reps. In case of a tie, a run-off election will be conducted.
- ◆ To be eligible for election, a Rep must be a residential property owner and be in good standing with the Association (as defined below).
- ◆ Reps are responsible for representing their entire neighborhood, not just certain portions or specific interests.
- ◆ If after elections, a neighborhood has fewer than three (3) Reps and a property owner wants to become a Rep in that neighborhood, FCCA can appoint that property owner to fill any open positions for the remainder of the calendar year.

REQUIRED RESPONSIBILITIES

1. Attend the Neighborhood Rep meetings.
2. Maintain frequent contact and communications with the other Reps within the neighborhood.
3. Provide feedback regarding issues of concern presented to the Reps by FCCA.
4. Inform FCCA when there are neighborhood issues, such as those related to safety, landscaping, programs, etc. that should be addressed.
5. Maintain regular communication with Reps from other neighborhoods – they are an invaluable source of ideas and experience.
6. Respect the rights and privacy of all Reps and all FCCA members by not abusing the privileges of information (such as e-mail addresses, phone numbers, home addresses) for personal, private or political issues.
7. Keep FCCA reasonably informed of all changes in status (such as new work or home phones numbers, e-mail addresses, etc.).

COMPOSITION AND QUALIFICATIONS

- 1) Membership is limited to those persons who are FCCA members in good standing. As used herein, “good standing” shall mean and refer to:
 - (a) A member who is not delinquent in the payment of any assessment levied by the Association against his/her lot, or any interest, late charges, costs, or reasonable attorney’s fees added to such assessment pursuant to the provisions of the Declaration or as provided by law, unless the member has entered into an agreement with the Association for the payment of all sums due and the member is not in default of the agreement;

- (b) A member who does not have any condition on his lot which violates any provision of the Declaration which has progressed to the stage of a certified demand for compliance by the Association, or beyond – including unpaid deed restriction fines;
 - (c) A member who has complied with all terms of a judgment obtained against him by the Association, including the payment of all sums due to the Association by virtue of such judgment, and;
 - (d) A member who is not involved in litigation against the Association and/or a member or members of the Board of Directors of the Association.
- 2) There may only be one Rep per household. Other members residing in the same household may help, but will not be recognized in any official capacity.
- 3) Property owners with relatives who are FCCA Board Members or FCCA staff members will be ineligible to be Reps. No paid staff or volunteers can be elected or appointed as a Neighborhood Rep.

TERM

1. Each Neighborhood Representative shall serve for a one calendar year term. Any member may serve for as many terms as desired. Each Rep must be re-nominated and re-elected to serve additional terms.

REMOVAL

1. If a person who is serving as a Rep ceases to be a member of the Association, his position shall automatically cease as of the date of conveyance of his lot. If a Rep ceases to be a member in good standing, his position shall cease upon the expiration of thirty (30) days from the date of written notice thereof by FCCA, unless within such thirty (30) day period the Rep shall be reinstated as a member in good standing of the Association.
2. A Rep who is a member in good standing of the Association maybe removed from the position by FCCA for cause upon thirty (30) days written notice. "Cause" includes, but is not limited to:
- (a) Any act of harassment toward any volunteer or staff member of the Association
 - (b) Any detrimental or abusive attitude or behavior toward any volunteer or staff member of the Association.
 - (c) Attending any committee or Association meeting while under the influence of alcohol or drugs.
 - (d) Participating in the reckless or intentional misrepresentation of information relating to the Association.
 - (e) Misusing information relating to the Association,
 - (f) Soliciting personal business or gain while acting in the capacity as an Association volunteer.
 - (g) Communicating directly with any vendor of the association or person or entity requested to submit a bid to provide services to the Association without express approval to do so from FCCA.
 - (h) Failing to fully disclose to FCCA any personal or business relationship with a vendor of the Association or a person or entity requested to submit a bid to provide services to the Association, if the committee made any recommendation to FCCA to engage that vendor or to renew and existing contract, or to request a bid from that person or entity.

MEETINGS

Meetings of the Neighborhood Reps shall be open to members of the Association in good standing. Any person who attends a Rep Meeting and is not a member in good standing shall be removed from the meeting at the direction of any Board or the Executive Director of FCCA member present at the meeting. Further, a Board member or the Executive Director of FCCA may remove from a Rep meeting any attendee other than a Rep who unreasonably disrupts the business of the meeting.

VOTING

On any issue to be voted upon at any Neighborhood Rep meeting, a majority of those eligible members present at the meeting shall be considered an acceptable vote for any recommendation to the Board.

AUTHORITY

Neighborhood Reps operate only as a recommending body to FCCA and the Board of Directors. They cannot authorize any transactions or activities on behalf of FCCA unless expressly granted in the FCCA governing documents or given by the Board of Directors. The Reps will not be involved in the routine management and operation of FCCA.

NEIGHBORHOOD FUNDS - OVERVIEW

The list of neighborhoods involved in the voluntary contribution program is impressive, indicating widespread enthusiasm among neighborhood representatives (“reps”). The participation rate among members is also quite high, reflecting genuine support of the neighborhood reps’ efforts.

If you are new to the neighborhood, or in a neighborhood that has not requested a voluntary contribution to fund their activities, here’s how it works, and how you benefit.

It’s hard to do the job that many neighborhood reps would like to do without any funding. To help remedy that situation, FCCA assists neighborhood reps in making voluntary contribution requests of their neighbors within FCCA’s annual billing. The reps generally have a plan for neighborhood events, or may have a long-term project in mind when requesting these contributions. They communicate that plan in a flyer that is included with your annual billing. The amount requested can vary, depending on the individual neighborhood needs. This year’s requests varied from \$5 to \$200 per home. The amounts collected are kept in a fund for the exclusive use of the neighborhood that contributed them. Neighborhood reps then organize their activities within that level of funding. Payments for services are sometimes made directly to vendors, but more often as a reimbursement to the rep that spent their own funds on small items. FCCA does have limitations on how the money can be spent, and therefore has an oversight role, but the reps basically make all decisions related to the fund.

Some very nice events and projects have resulted from the implementation of these funds, some in combination with FCCA’s Matching Funds Program. Hall Lake has dramatically enhanced their entrance with a monument sign and lighting. Colony Park has done a similar project. Other projects over the years are too many to mention, but have all added value to the neighborhood involved. Those neighborhoods that plan events that encourage neighbors to meet and develop a sense of community (and maybe learn a little more about FCCA) add an important value as well.

Individual contributions may not be large, but the combined impact from supportive neighbors can create a nice benefit for the entire neighborhood!

NEIGHBORHOOD FUNDS - GUIDELINES

- 1) Recommendation for annual contribution request due September 11.
- 2) Rep-prepared flyer to be included with annual billing due September 30.
- 3) Fund cannot be overdrawn.
- 4) Purchases totaling over \$200 for items other than social events or holiday decorations must be pre-approved by FCCA. Contact Alice Fish.
- 5) Expenditures cannot be for services for, or improvements to private property. Expenditures must be for the clear benefit of the neighborhood. FCCA will approve most traditional uses, but will review other requests on a case by case basis. Traditional uses are: Neighborhood social activities, Holiday decorations or flags for neighborhood entrances, additional landscaping for neighborhood entrances, long-term savings for a common area improvement.
- 6) Receipts must be submitted for all reimbursement requests, approved in writing (e-mail is ok) by the neighborhood rep chairperson.

Rep Name:_____

Rep Signature_____

Neighborhood:_____

Date:_____