

LAKEWOOD VILLAGE HOMEOWNERS ASSOCIATION
Punta Gorda, Florida 33982
STANDING RULES AND PROCEDURES
EFFECTIVE MARCH 24, 2015

1. MEMBERSHIP / MEETINGS

- a. Lakewood Village lessees are entitled and encouraged to attend and have a voice in all Homeowners Association (HOA) membership meetings provided they are current in their dues payment. A lessee is considered current if their dues are paid no later than 4:00 p.m. on the day prior to any such meeting.
- b. The Treasurer maintains an up-to-date list of all Lakewood Village lessee residents, their telephone numbers and any applicable e-mail addresses. Additionally, the Treasurer maintains an up-to-date list of all lessee residents having current membership in the HOA. Upon request, the Treasurer will provide a current copy of these lists to a resident for their private use; these lists may not be used for commercial purposes.

2. ACTIVITIES / EXPENDITURES / REIMBURSEMENTS

- a. The Chairperson of any committee planning an event requiring cash expenditures shall request a cash advance from the Treasurer in accordance with Bylaws Article IX - General. Receipts for all purchases shall be promptly turned over to the Treasurer for reconciliation and payment.
- b. The HOA maintains a Sam's Club membership for Association-related purchases. Membership cards are held by the treasurer and available for use by the Building Committee Chairperson and/or other committee chairpersons.
- c. An Activity Expense form can be obtained from the Treasurer's Clubhouse file folder, and is to be promptly given to the Treasurer listing any fees collected for a given activity along with all receipts documenting related expenditures. Net proceeds are to be credited to the General Fund.

3. GIFTS / DONATIONS / ENDOWMENTS

- a. Undesignated gifts/donations/endowments of \$500 or more are to be presented to the membership at the next scheduled membership meeting following receipt of any such gift/donation/endowment. The Board of Directors shall entertain a motion(s) from members present for the use of any such funds.
- b. The Board of Directors has the authority for disbursement/use of gifts/donations/endowments of a lesser amount.

4. WEEKLY "COFFEE HOURS"

- a. An informal "coffee hour" is routinely scheduled Friday mornings in the Clubhouse. Announcements can be made by the president or his/her designee, or by members present. However, other than an announcement of an upcoming board or membership meeting, HOA business is not to be conducted at the "Coffee Hours"
- b. Speakers may be invited from time to time to present relevant information.
- c. Refreshments may be available at a nominal fee. Any net proceeds collected shall be credited to the General Fund.

5. COMMUNICATIONS

- a. A periodic Lakewood Village Newsletter and monthly events calendar will be posted on the Lakewood Village website (www.lakewoodvillagehoa.com) and on the clubhouse bulletin board. See the newsletter for information regarding submission of articles.
- b. Interior clubhouse bulletin boards have designated sections for Activities, HOA matters, Master Calendar, Residential, and Commercial notices.
- c. A locked exterior bulletin board is reserved for HOA and activity announcements. The key is located on the kitchen bulletin board.
- d. A Communications Committee designee has responsibility for maintaining all bulletin boards and for removing out-of-date postings.

6. RECREATIONAL ACTIVITIES / EQUIPMENT / SUPPLIES

- a. The HOA maintains shuffleboard, tennis and pool room equipment. Shuffle cues and discs for general use are stored in the clubhouse exercise room. Team shuffle equipment is stored in a locked cabinet in the pool room; keys to the cabinet are held by shuffleboard captains.
- b. Unaccompanied children under age 16 are not permitted to use the pool table.**
- c. The HOA owns and maintains all equipment and supplies within the clubhouse, swimming pool, porch and patio areas and other recreational equipment. Supplies for games and clubhouse activities (except tennis balls) are provided by the HOA.

7. KITCHEN STOREROOM

- a. Some HOA kitchen supplies are stored in the locked storeroom opposite the kitchen. A list of storeroom key holders is posted on the kitchen bulletin board.

8. PERSONAL USE / BORROWING OF HOA EQUIPMENT AND SUPPLIES

- a. Residents may borrow tables and other tools stored in the outside storage area. A mandatory sign-out/sign-in sheet is posted on the clubhouse bulletin board.
- b. Books, games and DVD/videos are available in the clubhouse library and may be borrowed.
- c. No tables, chairs, or kitchen supplies/equipment may be borrowed from inside the clubhouse or the clubhouse kitchen.**

9. MISCELLANEOUS

- a. Lakewood Village automobile ID stickers are available at a nominal cost.
- b. Safety and/or Committee Chairpersons are responsible for locking all clubhouse doors following evening activities.
- c. All clubhouse doors are to be locked on weekends.
- d. Exterior restroom doors must remain unlocked during posted pool hours.

Revised: March 24, 2015