

**Deer Mountain Community Organization  
Policies and Procedures**

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## **Amending the Bylaws**

*From the Bylaws:* “The membership can amend the Bylaws in accordance with the article in these Bylaws concerning voting. A proposal for amendment shall be made at a general membership meeting, but voting shall not take place earlier than the next general membership meeting which is at least twenty (20) days hence. The proposed amendment shall be posted on the organization’s website at least twenty (20) days before such meeting along with the agenda, day, time and place of the meeting at which the vote regarding the amendment shall be taken.”

When a committee or individual wishes to propose an amendment to the Bylaws, it is first presented to the Steering Committee for feedback. The proposal is then made in accordance with the Bylaws as restated above.

If the meeting at which the proposed amendment was initially presented results in revisions to the proposed amendment, the process of posting starts over and the revision is posted and presented as though it were a new proposed amendment, excusing the requirement for it to be presented to the Steering Committee.

## **Amending the Policies and Procedures**

An amendment to these Policies and Procedures is proposed at a general membership meeting and voted on in accordance with the Bylaws.

## **Banking**

### **Checking Account Signature Card**

## **Closed Executive Sessions**

### **Reasons for Holding Closed Executive Sessions**

A closed executive session shall only be held for one of the following reasons:

- (i) discussion with an attorney for the purposes of receiving legal advice on a specific legal matter; mere presence or participation of an attorney at the session is not a sufficient reason
- (ii) discussion of a matter required to be kept confidential by federal or state law or rules and regulations; the directors shall announce the specific citation of the statutes or rules that are the basis for such confidentiality before holding the session
- (iii) discussion of details of security arrangements or investigations
- (iv) determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators

- (v) personnel matters, except when the person who is the subject of the session has requested an open meeting, or, when the personnel matter involves more than one person, all of the persons have requested an open meeting
  
- (vi) discussion of individuals in which public disclosure would adversely affect the person or persons involved

## **Code of Conduct**

Members are asked to comply with DMCO’s Code of Conduct in their interactions with one another and with the general public (to be written)

Before you speak, ask yourself:

- Is what I want to say *kind*?
- Is what I want to say *necessary*?
- Is what I want to say *confidential*?
- Is what I want to say *true*?

## **Committees**

### **Audit Committee**

***From the Bylaws:*** “In December of each year the Steering Committee shall select a temporary Audit Committee of at least three (3) members to conduct an in-house audit of the current year’s finances and complete an Audit Report.”

The audit is completed by the Audit Committee by the January membership meeting and the Audit Report is submitted to the membership at the January membership meeting.

The Audit Report includes, but is not limited to, the date, a statement as to whether any discrepancies remain unresolved, a statement as to whether the financial records appear to be complete and accurate, and the signatures of the members of the Audit Committee. If the Audit Report indicates unresolved problems or incomplete records, the treasurer will cooperate and assist the incoming treasurer and the Audit Committee in resolving these problems and the Audit Committee will write an updated Audit Report.

### **Budget Committee**

***From the Bylaws:*** “In September of each year the Steering Committee shall select a temporary Budget Committee consisting of the treasurer and at least two (2) additional members to compile an Annual Organization Budget for the following year. The Budget Committee shall present the proposed Annual Organization Budget to the members at the November general membership meeting. The Annual Organization Budget shall include general budgeted income and expenses and income and expenses for each committee, fund, and/or project.”

The treasurer is a permanent member of the budget committee. The committee assembles the proposed expenses and incomes from all standing committees and evaluates all expenses and incomes from prior and current years. It projects future expenses and incomes for projects that are anticipated for the coming year. It

puts the budget into a financial projection and submits it to the Steering Committee by November, to be voted on by the members.

## **Election Committee**

*From the Bylaws:* “In August of each year the Steering Committee shall select a temporary Election Committee of at least three (3) members to administer the election of new directors to be held that October.”

The Election Committee takes nominations; qualifies candidates; develops, prints, has posted on the organization’s website, and distributes ballots; administers absentee ballots, conducts the election; announces and publishes election results, and holds any run-off election required.

## **Conflict Resolution**

### **Email List**

### **Fundraising**

### **Community Markets**

### **Honey-Do Auctions**

### **Hiring Contractors**

### **Bidding and Awarding Contracts**

### **Disclosure of Conflict of Interest**

### **Insurance**

## **Job Descriptions**

### **Chairperson’s Job Description**

Qualifications: DMCO Member. Leadership qualities.

1) Perform your duties with the best interests of DMCO and compliance with its Bylaws and Policies and Procedures as your top priorities. Act as DMCO’s leader and further its mission through fruitful relationships with members, other organizations and the community.

- 2) Work with the outgoing chairperson in transitioning into the position, even if this requires working prior to the beginning of the year in which your term begins.
- 3) Work closely with the treasurer, secretary, committees and members to achieve smooth operations.
- 4) Take advantage of every opportunity to save money, increase the value of revenues, maintain good public relations and improve DMCO's standing in the community.
- 5) Be involved in the Steering Committee and attend its meetings as often as possible.
- 6) Develop, have posted on the organization's website, print and distribute membership meeting agendas. Call special membership meetings in accordance with DMCO's Bylaws as needed.
- 7) Act as the meeting moderator of membership meetings or designate another member to act as the meeting moderator. Establish a standard of well-run, effective and orderly meetings.
- 8) Provide original records, paperwork, and other DMCO documents to the secretary for filing with the DMOC records, keeping copies if you desire. Provide original financial documents to the treasurer for filing with the financial records, keeping copies if you desire.
- 9) If you cannot attend a membership meeting or designate a meeting moderator, or are unable to fulfill your duties, contact the treasurer and temporarily pass on your duties to the treasurer. If the treasurer is unavailable or unable to temporarily perform your duties, contact the secretary and temporarily pass on your duties to the secretary.
- 10) Assist the incoming chairperson in transitioning into the position, even if this requires working past the end of the year in which your term expires.
- 11) If you resign or are no longer able to fulfill your duties, immediately pass all records in your possession to the secretary if a new chairperson has not been elected, or to the new chairperson.

### **Treasurer's Job Description**

Qualifications: DMCO Member. Knowledge of financial statements. Computer competency.

- 1) Perform your duties with the best interests of DMCO and compliance with its Bylaws and Policies and Procedures as your top priorities.
- 2) Work with the outgoing treasurer to familiarize yourself with their procedures, the DMCO computer, and its QuickBooks computer program, even if this requires working prior to the beginning of the year in which your term begins.
- 3) If you prefer to work with a different accounting program, get approval by a vote of the DMCO membership to do so, and if such approval is obtained, apply any duties that refer to QuickBooks in this job description to the program you have been authorized to use. Purchase and maintenance of the alternative program is at your own expense. Retain all existing QuickBooks and Excel records.
- 4) Work closely with the chairperson, secretary, committees and members to achieve smooth operations.

- 5) Take advantage of every opportunity to save money, increase the value of revenues, and improve DMCO's financial standing.
- 6) Be involved in the Steering Committee and attend its meetings as often as possible.
- 7) Be primarily responsible for banking, paying bills and making deposits, ensuring that deposits are made within seven days of receipt. Assign duties to DMCO members as needed.
- 8) Pay expenses by their due dates, including recurring expenses that have been approved by a vote of the members. Do not distribute funds unless approved by a vote of the members except when time-sensitive expenditures are necessary for effective operations and cannot wait for a vote of the members. Such expenditures must be approved in writing by two directors on an Expenditure Request Form and reported to the membership at the next general membership meeting as part of the Treasurer's Report, independently of the financial and fund statements.
- 9) Maintain good working relationships with vendors and customers and ensure that DMCO vendor accounts are maintained in good standing.
- 10) Monitor the status of DMCO's banking signature card and assist whenever it needs to be updated.
- 11) Do not establish online banking or other financial transactions without approval by a vote of the members.
- 12) Keep accurate records of DMCO's funds and financial transactions using the DMCO computer and its QuickBooks computer program. File financial records in an orderly fashion that can be understood by any DMCO member.
- 13) Maintain the QuickBooks account and license with Intuit, monitor updates and enhancements needed for the DMCO computer and QuickBooks program, and obtain approval by a vote of the membership for these as needed. You are authorized up to \$50 per month for updates, enhancements, and/or technical support without a vote of the members.
- 14) Prepare
  - a) monthly balance sheets showing monthly and year-to-date figures as a whole and for individual committees, funds and/or projects
  - b) monthly profit and loss statements showing monthly and year-to-date figures as a whole and for individual committees, funds and/or projects
  - c) monthly bank account reconciliations
  - d) monthly funds reports combining balance sheet and profit and loss statement amounts into single fund totals
  - e) monthly lists of expenses paid since the last general meeting
  - f) an ongoing budget of recurring income and recurring expenses that have been approved by a vote of the members such as permit renewals, insurance premiums, loan payments, rental income, etc.

- g) a year-end balance sheet and profit and loss statement (financial statement) to be used to file income tax returns
- h) any fiscal reports required by government entities

15) Present a Treasurer's Report at each general membership meeting including at least the previous month's financial statement, a fund report, and a list of expenses paid since the last general meeting, and a financial statement as of the meeting date whenever possible and/or practical. If you cannot attend a general membership meeting, assign another member to present the Treasurer's Report.

16) Back up the DMCO QuickBooks company file and Excel financial files to an external source such as a flash or thumb drive at least weekly.

17) Provide copies of past financial reports and/or bank statements to members within seven days when requested.

18) Ensure that financial records are maintained for at least seven years or as required by the Internal Revenue Service. Provide older records to the Secretary for archiving.

19) Serve on the Budget Committee which is formed in September if each year and provide information needed to compile the following year's Annual Organization Budget.

20) Cooperate fully with and answer all questions of the Audit Committee as thoroughly as possible per Section 7.D.i of the DMCO Bylaws and make available to the Audit Committee all financial records even if this requires working past the end of the year of your term.

21) If you are unable to fulfill your duties, contact the chairperson and temporarily pass on your duties to the chairperson or another member. If the chairperson is unavailable contact the secretary and temporarily pass on your duties to the secretary or another member.

22) Assist the incoming treasurer in transitioning into the position, even if this requires working past the end of the year in which your term expires. Transfer all financial records and the DMCO computer with the QuickBooks program and company file intact to the incoming treasurer in a timely manner.

23) If you resign or are no longer able to fulfill your duties, immediately pass all financial records; the DMCO computer with the QuickBooks program, QuickBooks company file, and Excel financial files intact; and the backup device to the chairperson if a new treasurer has not been elected, or to the new treasurer.

### **Secretary's Job Description**

Qualifications: DMCO Member. Ability to write or record proceedings of membership meetings and create minutes on a computer in a format that can be uploaded to the website.

1) Perform your duties with the best interests of DMCO and compliance with its Bylaws and Policies and Procedures as your top priorities.

2) Work with the outgoing secretary in transitioning into the position, even if this requires working prior to the beginning of the year in which your term begins.

3) Work closely with the chairperson, treasurer, committees and members to achieve smooth operations.

4) Take advantage of every opportunity to save money, increase the value of revenues, and improve DMCO's record-keeping procedures.

5) Be involved in the Steering Committee and attend its meetings as often as possible.

6) Record the minutes of each membership meeting including, but not limited to, the name of the organization; the date, time and location of the meeting; the approximate number of members in attendance; the approximate number of non-members in attendance; whether a quorum was reached for voting purposes; the items discussed; the specific motions presented; whether the motions passed or failed by vote; a list of items that were tabled; and the name and signature of the person who prepared the minutes.

- a) Append copies of agendas and meeting handouts to the minutes to become part of the minutes.
- b) Complete unapproved minutes and distribute copies to the directors for review within seven days of each meeting.
- c) Have director-reviewed versions of unapproved minutes posted on DMCO's website within fourteen days of each meeting.
- d) Present the unapproved minutes to the members at the next general membership meeting for approval.
- e) Correct minutes which are approved with corrections, and have approved or approved-as-corrected minutes posted on DMCO's website within fourteen days of the meeting at which they were approved.

7) File, store, and archive all organization documents including, but not limited to, approved minutes, agendas, treasurer's reports, financial statements, handouts, memoranda, flyers, volunteer hours forms, records regarding donated items, membership and guest lists, and any other paperwork generated regarding DMCO. File records by year. File records having to do with meetings within each year by date, and records having to do with other matters within each year alphabetically. Store archived records at the DMCO property in the DMCO locking file cabinet.

8) Provide copies of records to members within seven days when requested.

9) Act as parliamentarian by ensuring that meetings are conducted in accordance with DMCO's Bylaws first, and Robert's Rules of Order as the secondary guide for procedures. As needed you can assign this duty to a DMCO member who is qualified to act as parliamentarian.

10) If you are unable to fulfill your duties due to illness or being out of town, contact the chairperson and temporarily pass on your duties to the chairperson or another member. If the chairperson is unavailable contact the treasurer and temporarily pass on your duties to the treasurer or another member.

11) Assist the incoming secretary in transitioning into the position, even if this requires working past the end of the year in which your term expires. Transfer all records to the incoming secretary in a timely manner.

12) If you resign or are no longer able to fulfill your duties, immediately pass all records to the chairperson if a new secretary has not been elected, or to the new secretary.

## **Rental Property Manager's Job Description**

- 1) Perform your duties with the best interests of DMCO and compliance with its Bylaws and Policies and Procedures as your top priorities.
- 2) Work with the outgoing rental property manager in transitioning into the position.
- 3) Work closely with the chairperson, treasurer, committees and members to achieve smooth operations.
- 4) The rental property manager is designated for an indefinite period of time, so if you wish to resign, let the members know at a general membership meeting and continue to fulfill your duties until such time as the members designate a new rental property manager.
- 5) If a rental property management committee is formed, serve on this committee and work with them to achieve the most effective rental property management possible. If an assistance rental property manager is appointed, work with the assistant to achieve the most effective rental property management possible.
- 6) Take advantage of every opportunity to save money, increase the value of revenues, and improve the benefits of the rental property management function of DMCO.
- 7) Be involved in the Steering Committee and attend its meetings as often as possible.
- 8) Facilitate all matters regarding leasing DMCO's rental premises.
- 9) Maintain and revise as needed Tenant Application, Lease, Condition Report, Checkout Sheet and any other documents needed in regard to leasing the premises. Present revisions to the members at the next general membership meeting. If such revisions necessitate a vote of the members, obtain approval before making such revisions. Use your discretion in responsibly determining whether the members will want to consider such revisions in advance.
- 10) Obtain membership approval for a change in the rental or deposit amount, unless you are increasing the deposit for reasons of covering pets or other contingencies.
- 11) Advertise the premises for rent, communicate with prospective tenants, show the premises, collect Tenant Applications from prospective tenants, verify references, interview tenants, and complete leases.
- 12) Complete all paperwork related to leasing including any written notices or permissions needed.
- 13) Promptly provide originals of all completed leasing documents to the secretary. File and maintain in an orderly fashion blank documents and copies of completed documents.
- 14) Promptly provide copies of all appropriate leasing documents to the tenant.
- 15) Manage and keep records of maintenance and repairs. Monitor the premises and DMCO personal property at the premises to ensure they are being well-treated by the tenant. Determine any repairs needed and get them done. Provide a budget for regular and occasional maintenance to the treasurer whenever necessary, and submit a budget each year for the following year to the Budget Committee as soon as possible after the September general membership meeting and no later than the October general membership meeting.

16) Forward all original invoices, receipts, and other financial paperwork to the treasurer and retain copies for the rental property management files.

17) Maintain a good working relationship with each tenant. If unable to do so, enlist the help of directors, assistant rental property manager, and/or Rental Property Management Committee in resolving barriers to a good working relationship.

18) If you are unable to fulfill your duties due to illness or being out of town, contact the chairperson and temporarily pass on your duties to the assistant rental property manager if there is one, a Rental Property Management Committee member, or the chairperson. If the chairperson is unavailable contact the treasurer and/or the secretary to ensure that directors are aware of the situation.

19) Perform tenant check-ins, check-outs, and any other tenant contacts necessary.

20) Be the contact for the tenant and provide your phone number for this purpose. If you will be away from your phone, out of town, or otherwise unavailable for more than twelve (12) hours, notify the tenant about whom they should contact in your absence. Be sure the tenant has contact information for the directors and/or assistant rental property manager or Rental Property Management Committee members in case of emergency or if they cannot get ahold of you.

21) Consult a director regarding any issue for which you need guidance.

22) Assist the incoming rental property manager in transitioning into the position, even if this requires working past the end of your term. Transfer all records to the incoming rental property manager in a timely manner.

## **Locking Records File Cabinet**

### **Keys**

### **Mail**

The chairperson is responsible for collecting and distributing mail delivered to our mailbox in Unit B, Box 9, at J Path and Copper Gulch Rd. or designating another member to collect and distribute the mail. Keys are held by the chairperson, the treasurer, and one other member designated by the chairperson.

## **Membership and Guidelines**

### **Guidelines**

The Deer Mountain Community Organization Member Guidelines are as follows:

Within our organization and at our meetings, members agree to abide by the following Guidelines:

- i. The principle of one member, one vote
- ii. Every member has an equal right to speak and to serve.

- iii. Anyone can become a member who is willing to follow our Guidelines and Bylaws.
- iv. The purpose of this organization is to provide benefits to its members.
- v. We are here to cooperate with each other. Since our members are our business partners, we agree to treat each with respect, honesty and friendliness.
- vii. At times we will disagree with each other. We can do so without becoming enemies.
- viii. The meeting moderator can be rotated from meeting to meeting so that all who wish to serve have a chance to serve.
- ix. We agree that during a meeting the meeting moderator is in charge of the meeting.

We declare our agreement with these guidelines by signing and dating below.

## **New Members**

Each new member must read and sign the guidelines and pay their membership dues. The dues cover one year of membership. The signed guidelines and dues are given to the treasurer. The treasurer passes the guidelines to the person keeping the Master Membership List. The following new member's information is recorded in the Master Membership List: name, address, phone number, email address, membership date, and membership expiration date.

Members who do not have email can request that the membership committee call them to remind them of general meetings and to notify them of special meetings.

Members who have access to the internet should go to the DMCO website at [www.deermountain.com](http://www.deermountain.com) to read the Bylaws, meeting minutes, and current information pertinent to the members including upcoming meetings.

Emails are sent to members who have email addresses to inform of upcoming meetings or other information and notices.

Effort will be made by the Membership Committee to call and welcome each new member, reminding them of the date and time of the next membership meeting and answering any questions they may have regarding DMCO or membership.

## **Membership Cards**

A membership card is given to each new member. Membership cards include the following information: name of member, expiration date of membership, signature of someone on the Membership Committee or a director, and DMCO's website address.

Membership cards are used to prove membership for any benefits available to members, and for voting. The card is raised when voting at any meetings. If the card is unavailable at a meeting and the member is current with dues, a blank card will be issued by the Membership Committee to be used for voting at that meeting only.

## **Membership Renewals**

The Membership Committee notifies members by an announcement at a general meeting, a phone call, or email regarding renewing their membership at least one month prior to their renewal date. If membership has lapsed, the member cannot vote or take advantage of membership benefits until their membership is paid in full. Memberships renew for one year from renewal date. This date may change from year to year depending upon when the dues are paid.

## **Membership Suspension and Revocation**

A member at risk of having their membership suspended or revoked will be notified in writing by first class mail outlining the reason why suspension or revocation is being considered and asking the member to resolve the issue or respond otherwise. A copy of the Guidelines signed by the member will be included with the letter.

If a resolution cannot be reached within seven (7) days, the member will be notified fourteen (14) days before the membership meeting at which a vote will be taken regarding suspension or revocation that such meeting will take place, affording the member the opportunity to present their case, either in person or in writing, for not having their membership suspended or revoked, at that meeting before such vote is taken.

If a vote is affirmative for suspension, the member will be asked to turn in their membership card immediately and will not have access to membership benefits for the term of the suspension. The prorated portion of the member's membership dues during the period of suspension will be refunded to the member within thirty (30) days of the vote for suspension. No vote is necessary to approve payment of such a refund.

If a vote is affirmative for revocation, the member will be asked to turn in their membership card immediately and will be permanently barred from becoming a member of the organization unless the membership votes that they can become a member. The prorated portion of the member's membership dues for the period remaining on the membership after the vote for revocation will be refunded to the member within thirty (30) days of the vote for revocation. No vote is necessary to approve payment of such a refund.

## **Membership List**

### **Membership Meetings**

#### **Meeting Notices**

Notice of the date, time and place of membership meetings is posted on the organization's website, and signs and emails can be used to announce membership meetings. In most cases general membership meetings are held on the third Saturday of each month, at 9:00am May through October and at 10:00am November through April.

#### **Meeting Attendance**

A meeting attendance sheet is available at each meeting for members to sign. This sheet should contain but is not limited to the following information: date of the meeting, type of meeting, name of attendee, phone number of attendee, and whether the attendee is a member or a guest. The Membership Committee will make every effort to see that all attendees sign in at each meeting. The attendance sheets are kept by the Membership Committee and turned over to the secretary at the end of the year.

The Membership Committee welcomes all guests and new members at each meeting as part of the agenda.

## **Property Maintenance**

### **Clubhouse**

**Keys**

### **Gate**

**Gate Combination**

**Gate Closure**

### **Porta-potty**

## **Rental Property Management**

## **Voting**

### **Absentee Voting**

Absentee voting is allowed for elections of directors only per DMCOS Bylaws. Members submit absentee ballots to the Election Committee in sealed envelopes using only ballots printed by the Election Committee. The absentee voter's printed name, the absentee voter's signature, and the words "Absentee Ballot," are written on the outside of the envelope to allow the Election Committee to account for absentee votes. The absentee voter does not write their name on the ballot itself.

Absentee ballots are delivered to the Election Committee by mail or in person at any time prior to the vote at the membership meeting and it is the sole responsibility of the absentee member to ensure that their ballot is received on time. Absentee ballots not received on time are not counted.

## **Website**