



**Oakridge Neighborhood Association (ONA)
Board Policy Manual**

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Part 1 Introduction and Administration

This Board Policies Manual (BPM) contains all of the current standing policies adopted by the Board of Directors (hereafter known as the “Board”) of the Oakridge Neighborhood Association (hereafter known as the “ONA”).

- 1.1 Reasons for Adoption. The reasons for adopting this BPM include:
 - 1.1.1 Efficiency of having all Board policies in one place
 - 1.1.2 Ability to quickly orient new Board Members (Officers and District Directors) and Standing Committee Members to current policies
 - 1.1.3 Ease of reviewing current policy when considering new issues
 - 1.1.4 Providing clear, proactive policies to guide the Officers, District Directors, and Standing Committee Members, and/or staff as may be in place
 - 1.1.5 Modeling an approach to governance that other organizations might use
- 1.2 Consistency. Each policy in this document is expected to be consistent with the law, the articles of incorporation, and the Bylaws, all of which have precedence over these Board policies. Except for time-limited or procedural-only Board decisions (approving minutes, electing an officer, etc.), which are recorded in regular Board minutes, all standing policies shall be included, or referred to, in this document. The Officers are responsible for developing organizational and administrative policies and procedures that are consistent with this BPM.
- 1.3 Transition. Whether adopted part by part or as a complete document, as soon as some version of the BPM is voted on as the “one voice” of the Board, those policies are deemed to supersede any past policy (written and verbal) that might be found in old minutes unless a prior Board resolution or contract obligates the organization with regard to a specific matter. If any actual or apparent conflict arises between the BPM and other policies or Board resolutions, the matter shall be resolved by the President of the Association (hereafter referred to as the “President”) or the entire Board as may be appropriate.
- 1.4 Changes. These policies are meant to be reviewed constantly and are frequently reviewed and refined. The Policy and Procedures Committee formulates new language in the BPM by distributing proposed changes in advance. When language is recommended for deletion and new language is proposed, said changes will be in a separate document so dated and entitled. Every subsequently approved and adopted BPM shall be dated to be that effective date. Any change to this BPM must be approved by at least 75% of the Board. Proposed changes may be submitted by any Board member as well as by the President. In most cases, proposed changes shall be referred to and reviewed by the appropriate committee before being presented to the Board for action. Whenever changes are adopted, a new document should be printed, dated, and quickly made available to the Board, President, and any staff and posted to the ONA website. The previous version should be kept in the master BPM folder and on a disk for future reference if needed.

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- 1.5 Specificity. Each new policy will be drafted to fit in the appropriate place within the BPM. Conceptually, policies should be drafted from the “outside in,” i.e., the broadest policy statement should be presented first, then the next broadest, etc., down to the level of detail that the Board finds appropriate for Board action and below which management is afforded discretion as to how it implements the policies in this BPM.
- 1.6 Oversight Responsibility. Below are the parts, the Committees primarily responsible for drafting and reviewing of those parts, and the individuals given authority to interpret and make decisions within the scope of those policies. Final decision responsibility ultimately is determined by a vote of the Board.

Oversight Responsibility

Introduction & Administration
Organization Essentials
Board Structure & Processes
Legal Compliance
Finances
Public Relations

Oversight Committee

Governance
Full Board
Governance
Executive
Finance
Communications

- 1.7 Maintenance of Policies. The Secretary shall ensure that standing policies are recorded and published correctly. The President or the President’s designee shall maintain the BPM file and provide updated copies to the Board whenever the policies change, or upon request. The current BPM document will be published on the ONA website for member review. All supporting documents referred to in the BPM Table of Contents will be kept for reference and will be available for member review.

Part 2 Organization Essentials

- 2.1 Our core purpose is to enhance the well-being of the Oakridge community.
- 2.2 Our vision is to be a leader amongst neighborhood associations everywhere.
- 2.3 The missions that guide everything we do are:
 - 2.3.1 To assure the beauty, safety, and stability of the Oakridge community and the surrounding communities.
 - 2.3.2 To promote neighborliness and pride of all Oakridge residents.
- 2.4 The moral owners to whom the Board feels accountable are our Members, Potential Members, and Advertisers.
- 2.5 The primary beneficiaries of our services in the Oakridge community are our own members, potential members, advertisers, and other individuals and businesses that pass through or surround Oakridge.
- 2.6 The major general functions are (1) raise funds via the Membership Dues, (2) fund Landscaping & Maintenance Repairs, Membership Costs, Neighborhood Events, Newsletter Costs, and Meeting & Overhead Costs.
- 2.7 The primary strategies by which we will fulfill our mission include growing Member and Advertising revenues so as to grow the amount of funds going to our beneficiaries.

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- 2.8 The major organizational goals and monitoring indicators for the next three years are to maintain and grow our membership, plus maintain, and significantly grow our advertising types and base.
- 2.9 Strategic Plans. The Board is expected to think strategically at all times. The President is expected to develop a staff strategic plan based on the policies in this BPM, update it as necessary, link major activities in the plan to the relevant sections of this BPM, and provide copies of the plan to the Board for information in a timely manner.

Part 3 Board Structure and Processes

- 3.1 Governing Style. The Board will approach its task with a style that emphasizes outward vision rather than an internal preoccupation, encouragement of diversity in viewpoints, strategic leadership
 - 3.1.1 Enforce upon itself and its members whatever discipline is needed to govern with excellence. Discipline shall apply to matters such as attendance, respect for clarified roles, speaking to management and the public with one voice, and self-policing of any tendency to stray from the governance structure and processes adopted in these Board policies.
 - 3.1.2 Be accountable to its Members and the General Membership for competent, conscientious, and effective accomplishment of its obligations as a body. It will allow no Officer or Standing Committee Member of the Board to usurp this role or hinder this commitment.
 - 3.1.3 Monitor and regularly discuss the Board's own processes and performance, seeking to ensure the continuity of its governance functions by selection of capable Directors, orientation and training, and evaluation.
 - 3.1.4 Be an initiator of policy, not merely a reactor to member initiatives. The Board, not the Members, will be responsible for Board performance.
- 3.2 Board Job Description. The job of the Board is to lead the organization toward the desired performance and ensure that that performance occurs. The Board's specific contributions are unique to its trusteeship role and necessary for proper governance and management. To perform its job, the Board shall:
 - 3.2.1 Determine the mission, values, strategies, and major goals/outcomes, and hold the President accountable for developing an Officer and a Standing Committee strategic plan based on these policies.
 - 3.2.2 Determine the parameters within which the President is expected to achieve the goals/outcomes.
 - 3.2.3 Monitor the performance of the organization relative to the achievement of the goals/outcomes within the executive parameters.
 - 3.2.4 Maintain and constantly improve all ongoing policies of the Board in this BPM.
 - 3.2.5 Select, nurture, support, and, if necessary, present for removal an ineffective President, who functions as the Board's sole agent.

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- 3.2.6 Ensure financial solvency and integrity through policies and behavior.
- 3.2.7 Require periodic financial reviews to ensure compliance with the law and with good practices.
- 3.2.8 Evaluate and constantly improve our Board's performance as the governing Board, and set expectations for Board members' involvement as volunteers.
- 3.3 Board Member Criteria. In nominating members for the Board, the Board Governance Committee shall be guided by the profile that is incorporated by reference to this BPM
- 3.4 Orientation. Prior to election, each nominee shall be given this BPM along with adequate briefings on the role of the Board overall, Officers, and Standing Committee Members and an overview of programs, plans, and finances. Soon after election, each new Board member will be given more comprehensive orientation material and training.
- 3.5 Board and Member Meetings. Board and Member events generally will include time for guest presenters, interaction with Members and beneficiaries, education, and social activities, as well as special business sessions to handle non-recurring issues. Policies that are intended to improve the process for planning and running meetings follow:
 - 3.6 The general outline for Board meetings and General Membership meetings shall be set six months in advance.
 - 3.7 The President shall work with Officers, and the Standing Committee Members in securing presenters ((if any) and back-up presenter(s) should the scheduled presenter(s) be absent) so that the standard agenda, as appropriately modified, can be developed for the forthcoming meeting. The written meeting agenda should contain the agenda itself along with the prior minutes and current financial statements attached at a minimum. As appropriate, background materials for the Board and Board Committees, monitoring reports, the President's recommendations for changes in the BPM, and other such materials shall be attached. Delivery via email to all Board Members should be made approximately two days in advance of those meetings at the latest. Delivery to Members for General Membership meetings shall be made via posting to the ONA website should be made approximately two days in advance of those meetings at the latest.
 - 3.8 The standard agenda format for General Membership meetings shall be in the following order:
 - 3.8.1 Preceding the start of Board meetings and General Membership meetings, representatives from local government and/or businesses may be present to provide current news of interest for the meeting with a question, answer, and comment period.
 - 3.8.2 Otherwise, the Board meeting or General Membership meeting will be called to order, and a reading and adoption of the prior meeting minutes will be made.
 - 3.8.3 The Finance Committee will then review the financial statements and any financial projects. Annually, the budget will be presented for discussion and approval first at the May Board meeting and then at the May General Membership meeting.

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- 3.8.4 An introduction of any guests, invitees, and new Members will be made. Noteworthy acknowledgements and other news regarding any Board Member will be made. As needed, there will be a call for volunteers to be future Officers and Standing Committee Members.
- 3.8.5 The Membership Committee will then discuss the membership count, the plans to retain existing Members, and planning to bring in prospective new Members. Also, the status of Welcome Basket efforts will be reviewed.
- 3.8.6 The Communications Committee will then review newsletter and website issues and advancements. An update will be made on communicating ONA to our Members, advertisers, and community at large.
- 3.8.7 The Environmental Committee will then review the status of any perimeter and entry maintenance and repairs challenges, current utility costs, and the status of any environmental contracts.
- 3.8.8 The Safety Committee will then discuss the status of material police and fire actions. There will also be a discussion of any recommendations for making the community safer.
- 3.8.9 Each Standing Committee Member will then discuss news that has happened in their District and any recommendations specific for their District and ONA as a whole.
- 3.8.10 The Policies and Procedures Committee will discuss any revisions to the BPM (only at Board Meetings).
- 3.8.11 General discussion of items remaining includes assignment for future projects and a completion schedule, goals for getting new Members, special neighborhood events and projects, and the next Board meeting and General Membership meeting will be announced.
- 3.9 The updated, approved, and revision date posted BPM, if any, shall be delivered to Board Members and posted to the ONA website within 7 days after approval.
- 3.10 General Membership meetings shall be held three (3) times a year in the months of May (the installation meeting for the new Board), September, and February preceded by (a) stating the next meeting time at the end of the preceding meeting as stated in Item 3.6.3.12, (b) posting the notice of meeting entryway signs one week in advance of the meeting date, (c) posting notice of the meeting continuously in the newsletter, (d) specific article notice in the same newsletter that will just be issued prior to the meeting, and (e) posting to the ONA website approximately 30 days before the meeting.
- 3.11 Regular Board meetings shall be held every month except during August and December preceded by a reminder notice (a) stating the next meeting time at the end of the preceding meeting as stated in Item 3.6.3.12 above, and (b) emailing notice approximately 5 days in advance of the meeting date. The June meeting shall include a scheduling of the day of the month to hold each meeting and a review of the planning and budget for the upcoming year. The April meeting shall include a review of the

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performance of the Board for the past year. Special meetings of the Board can be called according to the Bylaws.

- 3.12 The Board meeting shall be scheduled monthly as determined in Item 3.6.6 above. The General Membership meetings shall be scheduled on a Thursday of the month to open at 6:00 pm to allow for new Member registration and social interaction, and the meeting shall start at approximately 7:00 pm.
- 3.13 Permanent Committees. Committees help the Board be effective and efficient. They speak “to the Board” and not “for the Board.” Unless authorized by the whole Board, a Committee may not exercise authority that is reserved to the whole Board by the Bylaws or by the laws of the State of Texas governing not-for-profit organizations. Committees are not created to advise or exercise authority over the Board and Members as a whole. The President shall recommend Committee Chairs and members for one-year terms, subject to Board approval. The President is an ex officio member of all Committees. The President shall, if needed, assign one Board Member or at-large Member to assist with the work of each committee. The four permanent committees are the Membership Committee, the Communications Committee, the Prevention and Safety Committee, and the Environmental Committee.
 - 3.13.1 Membership Committee. This Committee shall recommend policies relating to the retention and addition of Members and Sponsors for the ONA.
 - 3.13.2 Communications Committee. This Committee shall study and recommend policies relating to newsletter and website development and advancement as well as communications and public relations and policies relating to raising financial and other resources for the organization.
 - 3.13.3 Prevention and Safety Committee. This Committee shall recommend policies relating to the safety of the neighborhood and community.
 - 3.13.4 Environmental Committee. This Committee shall recommend policies relating to the maintenance and upgrades of the perimeter and entryways for the ONA.
- 3.14 Ad-hoc Committees
 - 3.14.1 Governance Committee. This Committee shall recommend policies to the Board pertaining to governance issues and processes, including the orientation and training of new Board members, the evaluation and improvement of the contribution of individual Board members and Officers, and the recommendation of Bylaw changes.
 - 3.14.2 Finance Committee. This Committee shall develop and recommend to the Board a financial plan that provides for mission accomplishment and organizational financial well-being. It shall prepare the annual budget and submit it to the Board for its approval. In addition, the Committee shall make recommendations for cash management, investment policy, risk management, financial reports, and signatory authority for expenditures.
 - 3.14.3 Executive Committee. This Committee shall comprise the President and the other Officers. Except for the actions enumerated below, it shall have the authority to

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act for the Board on all matters so long as the Executive Committee determines that it would be imprudent to wait for the next Board meeting to take such action. With respect to any action taken on behalf of the Board, (1) the Executive Committee is required to report the action to the Board within 10 days, and (2) the Board must approve the action at the next Board meeting. The Executive Committee is not authorized to make decisions or to take action with respect to the following matters:

- 3.14.3.1 Dissolving the ONA
- 3.14.3.2 Changing any policies that the Board determines may be changed only by the Board
- 3.14.3.3 Suing another entity
- 3.14.3.4 Making material changes to a Board-approved budget
- 3.14.3.5 Adopting or eliminating major programs

3.14.4 Policies and Procedures Committee. This Committee shall study and recommend policies and procedures of the ONA, and develop the BPM for the ONA.

3.14.5 Civic and Political Interest Committee. This committee shall further the civic and political interests of the ONA, while adhering to applicable laws regulating non-profits and the ONA Bylaws.

3.15 Advisory Groups, Councils, and Task Forces. To increase its knowledge base and depth of available expertise, the Board supports the use of groups, councils, and task forces of qualified advisers. The term “task force” refers to any group appointed by the President to assist him or her in carrying out various time-limited goals and responsibilities. Although the President may form a task force, he or she shall notify the board of its formation, purpose, and membership within 10 days of its formation. The President may assign at-large Members to serve advisory groups. The Board has established the following advisory group:

3.15.1 None to date.

3.16 Board Members’ Code of Conduct. The Board expects of itself and its members to have ethical and businesslike conduct. Board Members must offer un-conflicted loyalty to the interests of the entire organization, superseding any conflicting loyalty such as that to family members, advocacy, or interest groups, and other boards or staffs of which they are members. Board Members must avoid any conflict of interest with respect to their fiduciary responsibility. There must be no self-dealing or conduct of private business or personal services between any Board Member and the organization except as procedurally controlled to assure openness, competitive opportunity, and equal access to “inside” information. Board Members are expected to openly recuse themselves from any corporation business when there is an appearance (whether actual or perceived) of self-dealing or conflict of interest matter. Each Board Member is expected to complete and sign an Annual Affirmation and Conflict of Interest Statement which covers, inter alia, Board conflicts of interest, in accordance with the laws of the State of Texas governing not-for-profit organizations, and other expectations of Board Members. Board Members

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are also expected to complete and adhere to the ONA Board Code of Conduct and ONA Email Policy.

- 3.17 Board Finances. Every Board Member must pay their annual membership dues at a minimum. Every Board Member is encouraged to timely perform their promulgated duties without compensation. However, Board Members may submit for reimbursement of any expenses incurred for all Board Members and Standing Committee Members (such as individually paying for meeting supplies) in conjunction with their promulgated duties and/or Board meetings or Standing Committee meetings.

Part 4 Legal Compliance, Finance, Public Relations, Communications

- 4.1 Compliance. The Officers shall meet all requirements for complying with federal, state, or local laws and regulations and take action to ensure the ONA meets all local/State/Federal requirements for a Non-Profit organization.
- 4.2 Finance. The Officers must ensure that the financial integrity of the organization is maintained at all times. All expenses of the Board should be approved by the Board – i.e. no unilateral commitments should be made by Officers without Board Approval.
- 4.3 Budget. The Board is responsible for passing and following an annual Budget. If a Treasurer is elected then they will carry out the duties associated with budgeting, cash management and reporting. The primary guidelines for these functions are:
 - 4.3.1 The Board should seek to link a budget to a Strategic Plan, ensuring continuity as best as is practical.
 - 4.3.2 A budget will be rendered annually before the start of the Fiscal Year.
- 4.4 Membership Plan – The Board, or the Membership Committee, projects the number of members for the year, providing some reference on how that compares to prior year and reasons for any material changes.
- 4.5 Membership Amount – The Board approves an annual membership dues amount.
- 4.6 Revenue Plan – Can be derived from revenue sources of the ONA including membership dues and advertising revenue
- 4.7 Expense Plan
 - 4.7.1 Treasurer will seek advice from any standing committees that handle Operational Functions that drive expenses –i.e. Utilities, Lawn Care, Planting, etc.
 - 4.7.2 Treasurer will use historical expenses and input from above to render a draft budget with any notes they feel helpful
 - 4.7.3 Draft for Review/Finalization – A draft will be issued, the Board will review and finalize
 - 4.7.4 Permanent committees and Officers shall provide input for the next year’s budget by March 1. A draft budget shall be compiled by the Treasurer and sent for review to the Board by April 1. The Board shall finalize the budget at the April Board Meeting, or send the draft budget back for revisions and approve the revised

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budget at the May Board Meeting. If the budget is not approved at the May Board Meeting, the incoming President's first task shall be finalizing and approving the budget for the fiscal year.

- 4.7.5 Audit and Compliance Parameters. The Board will ensure that as the assets of the ONA ebb and flow that the appropriate level of external review is undertaken to ensure the accuracy of the internal statements, and to provide a measure of protection for the ONA members and its Board.
- 4.7.6 External Accounting Review. Total Asset Balance at the end of any given fiscal year will be the guiding factor that determines what level of external review is put in place by the Board.
 - 4.7.6.1 Under \$50k – no review required
 - 4.7.6.2 \$50k-\$200k – Review compiled by CPA chosen by the Board
 - 4.7.6.3 \$200k-\$500k – Compilation performed by CPA
 - 4.7.6.4 \$500k+ – Compilation or Audit at the judgement of the Board
- 4.7.7 Asset Protection. The Officers may not allow assets to be unprotected, inadequately maintained, or unnecessarily risked.
- 4.7.8 Investment Principles. The Officers may not invest or hold operating capital in insecure instruments, including uninsured checking or in non-interest-bearing accounts, except where necessary to facilitate operational transactions.
- 4.7.9 Fund-raising. The Officers may develop and maintain a fund-raising plan. Such plan shall be provided to Board members for review each March.
- 4.8 Public Affairs. The Officers shall exercise care in representing that we are a mission-centered and listening organization with no legal powers of corrective action influence on the affairs of the neighborhood.
- 4.9 Communications Plan. The Officers shall develop and maintain a communications plan, shared with the Board as appropriate that describes how the organization will communicate with its Members, non-Members in the neighborhood, and the public at large (hereafter referred to as "stakeholders"). The plan shall identify the stakeholder segments, how the organization will both speak and listen to each segment, and who can speak for the corporation. The plan shall also include the role of Board Members both as "listeners" and as "speakers" for the organization.

Part 5 Officer and Committee Specific Duties & Responsibilities

- 5.1 President.
 - 5.1.1 In addition to duties previously mentioned in this Board Policy Manual, the President is primarily charged with the following.
 - 5.1.1.1 The President will plan, call, and preside at all meetings of the Board of Directors.

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- 5.1.1.2 Represent ONA in its relations with members, outside individuals, outside organizations, governmental agencies, and news organizations within any and all restrictions of the ONA Bylaws.
- 5.1.1.3 Lead compliance by all Board members unto the ONA Bylaws and this Board Policy Manual.
- 5.1.1.4 Foster and develop creative thought processes: development of programs, events, and action plans; and active participation of all Board members all within the confines of the ONA Bylaws, this Board Policy Manual, and the general direction of the Board of Directors.
- 5.1.1.5 President shall solicit Members to serve on an-hoc Nominating Committee for the forthcoming fiscal year. The President should meet with that group at the initial meeting to provide guidance, and to present them with a version of this Board Policy Manual so that the committee may provide prospects with the duties and responsibilities they will need to fulfill.
- 5.1.1.6 Lead the transition to the new Board of Directors by making sure that the new President, Secretary, and Treasurer are on the bank signature cards, by passing along originals or copies of contacts, and passing along the working copy of the Board Policy Manual Binder that includes all historical records corporate records. The President shall furnish new Board Members with an electronic copy of this Board Policy Manual and the current fiscal year budget to review prior to their election. Further, the President will make sure the Treasurer passes along all financial books of account and supporting documents not otherwise filed in storage, and to pass along access to the storage space.
- 5.1.1.7 Review the Federal and State legal duties and responsibilities of not-for-profit Board members in the initial fiscal year Board meeting in an overview manner, provide all Board Members websites for them to each review those laws, and have each Board Member sign a disclosure form that they have been notified of the existence of said laws (the exact wording to be on the disclosure form), that they have been given specific website locations (also enumerated on the disclosure form) to individually review those laws and regulations, that they agree to immediately read said laws and regulations before any other Board meeting or action as a Board member (whichever is sooner), and that they agree to always act pursuant to such laws and regulations.

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5.2 Vice President

- 5.2.1 Represent the President in all matters handled by the President when the President cannot be present or otherwise needs assistance.
- 5.2.2 Act as an ex officio member of all Standing Committees.
- 5.2.3 Actively participate in managing activities to maximize membership.
- 5.2.4 Organize the rented storage space so that records and materials are adequately protected, and maintain an inventory of the contents on a periodic basis and report thereon to the Board.
- 5.2.5 Prepare a checkout list and place it along with a tethered pen on a clipboard in the storage space for Board members to sign both when they remove items and when they return them. Anything missing for an extended period should be the subject of an inquiry until the item is returned.

5.3 Secretary

- 5.3.1 Keep minutes of all meetings of the Board of Directors.
- 5.3.2 Keep minutes of all meetings of the General Membership.
- 5.3.3 Provide prior meeting minutes electronically to all members of the Board of Directors for review at most seven days after the Board of Directors meeting.
- 5.3.4 Provide prior General Membership meeting minutes in writing to all present members of the General Membership for review at the start of every current General Membership meeting.
- 5.3.5 Publish a summary meeting minutes in each newsletter to provide the ONA members an open view of the actions of their Board of Directors.
- 5.3.6 Review website and work with the webmaster at least four times a year to provide a “devil’s advocate” viewpoint of keeping the website properly updated with current versions of forms, maps, and lists; make sure things are grammatically correct; and ensure that the content is current and old items, if deemed still needed for historical reference, are duly archived in a chronological manner.

5.4 Treasurer

- 5.4.1 Maintain custody and control of ONA assets and liabilities.
- 5.4.2 Assist in the development of the membership invoice format so that it has (a) the minimum relevant accounting information needed and (b) the membership information deemed necessary by the Board.
- 5.4.3 Direct the mailing for the initial and any subsequent membership invoice mailings to be done as promptly as possible as determined by the Board. Sending them early before the start of the next fiscal year also gets funds in sooner so that the Board can use the funding to accomplish our ONA missions.

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- 5.4.4 Pay for the rental of the annual Post Office box, and retrieve mail from that box
- 5.4.5 Maintain a database of individual member payments.
- 5.4.6 Prepare and make bank deposits timely.
- 5.4.7 Provide summary membership data to the Board on a frequency as requested by the Board.
- 5.4.8 Prevent any Board member from attending a Board meeting if they are 90 days delinquent in paying their membership invoice.
- 5.4.9 Perpetually maintain a Bylaw required minimum contingency reserve of \$8,000 in the Money Market account.
- 5.4.10 Move excess funds above needed working capital cash that are in the Checking account into the Money Market account so as to maximize interest earnings.
- 5.4.11 Pay vendor bills for services and products as approved by the Board of Directors, but only after determining that the vendor bills (a) are properly priced and extended for the quantities received, and (b) do not include any charge for sales tax from which we are exempt.
- 5.4.12 Promptly pay and date those vendor bills payments for the month for which they apply so as to foster vendor relations. Also, each Board or volunteer expense reimbursement must have an expense report prepared.
- 5.4.13 Prepare a spreadsheet analysis of utility billings from the City of Garland. Send the recap to the Environmental Committee immediately so that they can monitor and correct irregularities.
- 5.4.14 Prepare individual folders for each vendor, and place paid bills therein. Each invoice or expense report should have a Paid Stamp marking with the check number included thereon that paid that item.
- 5.4.15 Book the postage expense each time the USPS Bulk Mail Permit Deposit is used.
- 5.4.16 Prepare a monthly financial recap detailing income statement items by actual, budget, and prior year actuals all by individual lines items. A balance sheet asset recap and a detail of uncollected invoiced amounts by customer should be presented as well. Send this report to the Secretary and President prior to every Board meeting to place electronically in the Board Minutes and Board Agenda, respectively.
- 5.4.17 Prepare a monthly financial statement of revenues and expenditures and balance sheet with monthly year to date and prior period columns and prior year actuals on all individual line items. Send this report to the Secretary and President prior to every Board Meeting to place electronically in the Board Minutes and Board Agenda, respectively.
- 5.4.18 After review with appropriate Board members, prepare and present an annual budget for member approval.

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5.4.19 Prepare and file IRS Forms 1099MISC and 1096 after calendar year end.

5.5 District Directors

5.5.1 Before undertaking the duties and responsibilities of District Directors, it is necessary to define the household boundaries of each District. As a quick background, the Districts follow the eleven plats of the Oakridge community. Following are the street addresses for each District:

District One — 189 Homes:

Beaver Run — 2425 through 2434 - 5 Homes
Bending Oaks Trail — All Addresses - 27 Homes
Diamond Oaks Drive — 2325 through 2521 - 24 Homes
Golden Oaks Drive — All Addresses - 24 Homes
Greenview Circle — All Addresses - 4 Homes
Greenview Drive — All Addresses - 27 Homes
Ridge Oak Court — All Addresses - 8 Homes
Ridge Oak Drive — All Addresses - 13 Homes
Ridge Oak Place — All Addresses - 51 Homes
Ridgeview Lane — All Addresses - 6 Homes

District Two — 157 Homes:

Diamond Oaks Drive — 2001 through 2322 - 48 Homes
Lone Oak Trail — All Addresses - 18 Homes
Moss Trail — All Addresses - 17 Homes
Oak Point Drive — 3001 through 3126 - 16 Homes
Oak Springs Drive — 2901 through 3017 - 13 Homes
Rocky Trail — All Addresses - 6 Homes
Rolling Oak Lane — 2101 through 2222 - 28 Homes
Shady Oaks Court — All Addresses - 11 Homes

District Three — 160 Homes:

Hearthside Lane — All Addresses - 46 Homes
Overview Lane — All Addresses - 50 Homes
Peakwood Drive — All Addresses - 30 Homes
Richland Drive — All Addresses - 22 Homes
Stoneridge Drive — 2610 through 2742 - 22 Homes

District Four — 159 Homes:

Grand Oak Drive — All Addresses - 23 Homes
Oak Point Drive — 2601 through 2937 - 54 Homes
Oak Springs Drive — 2701 through 2817 - 13 Homes
Rolling Oak Lane — 2001 through 2013 - 4 Homes
Willow Ridge Drive — All Addresses - 19 Homes
Winding Oak Trail — All Addresses - 28 Homes
Windy Ridge Lane — All Addresses - 18 Homes

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District Five — 148 Homes:

Big Oaks Drive — 2901 through 3221 - 69 Homes
Laurel Oaks Court — All Addresses - 57 Homes
Laurel Oaks Drive — All Addresses - 22 Homes

District Six — 166 Homes:

Big Oaks Drive — 2609 through 2847 - 58 Homes
Creighton Drive — All Addresses - 18 Homes
Meadowridge Drive — All Addresses - 29 Homes
Stoneridge Drive — 2801 through 2882 - 42 Homes
Suncrest Drive — All Addresses - 19 Homes

District Seven — 183 Homes:

Big Oaks Drive — 2501 through 2606 - 22 Homes
Fulton Drive — All Addresses - 30 Homes
Hickory Bend Drive — All Addresses - 63 Homes
Pebblestone Drive — All Addresses - 20 Homes
Pepperidge Drive — All Addresses - 20 Homes
Rich Oak Drive — All Addresses - 28 Homes

Our total homes thereby equal 1,162 in total. Following, now, are the duties and responsibilities for the District Directors:

- 5.5.2 Get to know the existing neighbors in the district, share general neighborhood information, ask them to check the ONA website for useful information, and promote ONA membership.
- 5.5.3 Get to know the new neighbors in the district, share general neighborhood information, ask them to check out the ONA website for useful information, promote ONA membership, and alert the membership committee to prepare a welcome basket.
- 5.5.4 Be vigilant to notice and promptly report any unresolvable situations that could require the attention of the ONA Board, the City of Garland, our Citizens on Patrol (COPs) and our Garland Neighborhood Police Officer (NPO).
- 5.5.5 Interact politely with neighbors that may unknowingly be violating City Codes (such as watering at times not allowed, having trees that hang too low over their sidewalks and/or alleys, grass that is too high, etc.) to help them get into compliance before the City cites them. Although ONA itself cannot help, there may be volunteers that could help them if they are unable to do the curative work themselves.
- 5.5.6 Be seen as frequently as possible outside (preferably walking) within your District so as to be seen as an approachable neighborhood fixture. It will allow interaction, make irregularities known to you (suspicious activities, homes for sale or ones just sold, streetlights and signs needing repair, broken ONA sprinklers and/or lights, etc.), and will be a good means of exercising. Take your cell phone along.

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- 5.5.7 Ask for, enlist, and foster the help of neighbor volunteers.
 - 5.5.8 Attend and actively participate in all monthly ONA Board Meetings and General Meetings.
 - 5.5.9 Put out the General Meeting notice sign(s) at your entry(ies) early on the sixth day before the meeting, and then retrieve and store away the sign immediately after the meeting. Do not alter the sign(s) unless so directed by the Board.
 - 5.5.10 Take a lead in the initiation, planning, and execution of any ONA neighborhood activities such as a District Block Party.
 - 5.5.11 Decorate your entrance with the ONA provided Christmas decorations. If possible, help decorate the ONA Duck Creek bridge with others.
 - 5.5.12 Creatively work to achieve 100% membership in your District.
 - 5.5.13 When possible, assist the Membership Committee with the preparation of welcome baskets. Make sure these baskets contain the name and phone number of the appropriate District Director, an ONA Directory, the latest ONA newsletter, a contact list of needed utilities and City of Garland services, cards and brochures as provided by (and only by) our advertisers, and, some goodies including wrapped homemade cookies if available.
 - 5.5.14 Work with the Treasurer to determine and control the distribution of ONA Membership Cards to paid members within one week. In that action, also assist the Treasurer to confirm, obtain, and/or update Directory information.
- 5.6 Membership Committee
- 5.6.1 Obtain and review membership data maintained by the Treasurer, and form action plans to contact non-members personally and by using District Directors, other Board members, and volunteers.
 - 5.6.2 Identify the top few but different new member prospect groups determined most likely to join, and develop activities and events most likely to convince them to join. Present findings and an action plan to the Board for approval if funds over \$250 are needed.
 - 5.6.3 Recommend to the Board when additional membership invoice mailings should be sent.
 - 5.6.4 Manage and participate in the preparation of welcome baskets.
 - 5.6.5 Work with advertisers to get their materials into welcome baskets and to provide them with tables at all General Membership meetings.
 - 5.6.6 Develop and organize the printing and mailing of the annual Membership Directory. Current paying advertiser content should also be included. ONA related content should be reviewed and updated.
 - 5.6.7 Organize and supervise the membership meetings and any neighborhood events utilizing volunteers as much as possible.

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- 5.7 Communications Committee
 - 5.7.1 Maintain the website with the current newsletters and content.
 - 5.7.2 Pay hosting and URL registration fees.
 - 5.7.3 Manage the timely collection of articles for the newsletter.
 - 5.7.4 Manage the timely collection of ad copy for the newsletter.
 - 5.7.5 Assemble the newsletter as the Editor, and make sure it is reviewed by at least the President to get a “fresh set of eyes” perspective.
 - 5.7.6 From time to time, bid the printing expense of the newsletter to other quality printers to make sure ONA gets the best pricing for the same quality of product.
 - 5.7.7 Submit the newsletter to the printer by the internal publish date.
 - 5.7.8 Arrange for receipt of the product from the printer. The products should be received in bundles of 50 newsletters. The printer will also provide their invoice. Have a few volunteers cross trained to help with the mailing when there may be absences.
 - 5.7.9 Prepare the newsletters for mailing by taking the bundles and placing the Every Door Direct Mail Facing Slips on them. There are 13 bundles of 50 newsletters and one bundle of 42 newsletters that will have USPS carrier route 097 facing slips—14 in total. There are nine bundles of 50 newsletters and one bundle of 21 newsletters that will have USPS carrier route 044 facing slips — 10 bundles in total. That is 1163 newsletters to be mailed. With 1200 pieces being printed, that leaves 37 extra prints. Extra copies need to go to the Treasurer to mail to advertisers unless the advertiser elects to receive the newsletter electronically.
 - 5.7.10 The remainder prints need to go to the President or mailing to City officials and others plus to have in reserve (for welcome baskets, for example). One facing slip per appropriate bundle can be folded in half, and placed in a readable manner on top of the bundles that have to be rubber banded.
 - 5.7.11 Place the two carrier route bundle groups into two separate plastic mailing bags from the USPS Bulk Mail Office. Each bag must have the 1’ by 2” carrier route label placed into the mail bag pouch.
 - 5.7.12 Prepare USPS Form 3602-R1 (Postage Statement — Standard Mail) for the submission of the mailing to the USPS Bulk Mail Office. Additionally, USPS Form 8125 (Plant-Verified Drop Shipment (PVDS) Verification and Clearance) must also be prepared with an original and two copies.
 - 5.7.13 Check with the Treasurer to make sure there is sufficient postage in our USPS Bulk Mail Permit account. If not, you will need to get a check to put into the account before heading there to do the mailing.
 - 5.7.14 Take the two mail bags, the 3602-R1, the three 8125 forms, and the printer invoice to the Bulk Mail Center Office at 936 West Walnut Street near downtown Garland between the hours of 9:00 to 11:00 AM or between 12:00 to 3:00 PM.

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The BMC office is on the Southeast side of the Post Office building, and that requires going through the fenced area. If a permit deposit check is taken, process that in the main Post Office area first. The BMC will process the two bags while you wait, and you will get two of the three 8125s back. You will also receive a USPS 3607-R (Mailing Transaction Receipt) to keep.

5.7.15 Take the two bags and the two 8125 forms to the neighborhood area Post Office that serves Oakridge at 2346 Belt Line Road. Go through the fenced gates on the East side, and deliver the bags and paper work to the doors at the middle of the east side of the Post Office building. You will have to ring the bell there to get service. Get the paper work completed, and pay the fee, and bring back the single 8125.

5.7.16 Deliver the extra newsletter prints to the President. Deliver the advertiser's newsletter prints, the 8125, the 3602-R1, and the printer invoice to the Treasurer.

5.8 Crime Watch/Safety Committee

5.8.1 Foremost, become the "eyes and ears" of our Oakridge community.

5.8.2 Develop and enhance the relationships with the City of Garland Fire Department (GFD) and the City of Garland Police Department (GPD) so as to know cutting edge information on crime prevention and safety steps that can benefit Oakridge. Act as a liaison to get Oakridge residents acquainted with individuals at the GFD and the GPD.

5.8.3 Work closely with the Neighborhood Police Officer (NPO) assigned to Oakridge.

5.8.4 Regularly attend Crime Watch meetings at the GPD.

5.8.5 Obtain GPD crime incident and accident reports occurring in Oakridge, and monitor trends within and surrounding Oakridge so as properly disseminate action plans for our Oakridge neighbors.

5.8.6 When asked, assist GPD to look for suspicious people, vehicles, and so on, but call GPD when they are located — do NOT attempt an apprehension.

5.8.7 Develop a rapport with Oakridge homeowners by being receptive to taking and referring potential incident calls to GPD and GFD, and provide alerts and reports by emailing such within the "Siren" publication to interested persons.

5.8.8 Consider undertaking both the Citizen's Fire Academy and the Citizen's Police Academy programs to get insight into the working of both Departments.

5.8.9 Coordinate ONA outreach events that will involve both Departments so as to build rapport.

5.9 Environmental Committee

5.9.1 Negotiate contract(s) for the recurring maintenance of perimeter parkways (e.g. mowing and fertilization), entrance beds, and median islands for a period not to exceed three years. Contractor(s) shall provide proof of liability insurance as stated in contract. Contractor(s) are responsible for compliance with all

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- government workers' compensation requirements. Submit the contract(s) to the Board for approval.
- 5.9.2 Monitor compliance with the contract, and engage for minor extra services as needed from time to time.
 - 5.9.3 Perform and/or arrange for repair services and plantings as necessary and submit to the Board for approval if over \$250 in aggregate for any one event. Urgent repairs (infrequent) of problems that pose an imminent threat and safety are authorized with immediate communication to the Board.
 - 5.9.4 Monitor utility billing summary provided by Treasurer to unearth any repairs not discovered as being needed.
 - 5.9.5 Develop an environmental plan to upgrade and/or maintain all nine (9) entrances and the center islands at the Ridge Oak and Laurel Oak entrances.
 - 5.9.6 Per the City of Garland Planning Department, City of Garland Surveyor, and as recorded on the Plats filed with Dallas County, the developer of the Oakridge Subdivision constructed the screening walls on private property which makes maintenance and/or replacement cost of the wall the responsibility of the property owner for the portion of the wall constructed on the homeowner's lot. After examining the various plats for this subdivision, there is an alley easement at the rear of the lot with the wall being constructed in the alley easement. The alley easement is on the homeowner's private property."
 - 5.9.7 Any wall repairs and trimming of trees growing in the alley easement area are the financial responsibility of the homeowners.
 - 5.9.8 As such, the Environmental Committee should not commit the ONA to pay for those repairs, but should help (where possible) the homeowner with repair material sourcing so as to keep the wall repairs looking uniform
 - 5.9.9 Further, an article noting this responsibility should be placed in the newsletter as needed to raise awareness of Oakridge residents that own their screening walls and alleys.
- 5.10 Marketing Committee
- 5.10.1 Maintain "of interest" contact lists, district maps, and so on plus work to keep website updated with them.
 - 5.10.2 Reach out to current and prospective advertisers for inclusion in the ONA Newsletter and website.
 - 5.10.3 Set advertising rates for newsletter and website with Board approval.
 - 5.10.4 Collect advertising revenue from advertisers and ensure that the advertisers receive the newsletter either via hand delivery or email.