

# **Grand Park North Homeowners Association**

## **Board of Directors Meeting**

**May 6, 2025 @ 7:30pm**

Community Center – Orange Room

19330 SW 83rd Place Rd

### **AGENDA**

- I. Call to Order
- II. Roll Call & Establishment of Quorum
- III. Proof of Notice of Meeting
- IV. Introduction of Officers
- V. Reports and Updates
  - A. President's Report
  - B. Vice President's Report
  - C. Treasurer's Report
- VI. Open Forum (1 hour to 1.5 hours)
  - A. Discussion of proposed of committees
    - 1. Budget and Finance Advisory Committee
    - 2. Common Areas Maintenance Advisory Committee
    - 3. Safety Advisory Committee
    - 4. Design and Architectural Board Advisory Committee
    - 5. Ad Hoc Management Company Advisory Committee
  - B. Other Issues to be considered at a future meeting
- VII. Old Business
- VIII. New Business
  - A. Discussion and approval of the Board of Directors Code of Ethics (Attachments A & B)
  - B. Discussion and possible vote on creating Budget and Finance Committee (Attachment C)
  - C. Discussion and possible vote on creating Common Area Maintenance Committee (Attachment D)
  - D. Discussion and possible vote on creating the Safety Committee (Attachment E)
  - E. Discussion and possible vote on creating the Design and Architectural Board Committee (Attachment F)
  - F. Discussion and possible vote on creating the Ad Hoc Management Company Advisory Committee (Attachment G)
  - G. Discussion and possible vote on establishing recurring monthly Board meetings
  - H. Discussion and possible vote on establishing recurring monthly DAB meetings
  - I. Discussion and possible vote to authorize the President to use a personal credit card to pay for HOA website and domain until the Board hired a management company. HOA will reimburse president for any charges to maintain the website
- IX. Adjournment

# Grand Park North Homeowners Association

## Board of Directors Code of Ethics

### **Purpose:**

This Code of Ethics sets standards for the conduct of the Board of Directors of the Grand Park North Homeowners Association ("the Association"). Each Director agrees to act with integrity, fairness, and respect while fulfilling their fiduciary duties to the community.

### **1. Duty of Care and Duty of Loyalty**

- Act in the best interest of the Association and its members as a whole, exercising reasonable care, diligence, and sound judgment.
- Place the interests of the Association above personal interests or those of specific groups or individuals.

### **2. Respect and Civility**

- Treat all homeowners, fellow Board members, committee members, vendors, and management representatives with courtesy, dignity, and respect.
- Listen to and consider all viewpoints with an open mind.
- Maintain decorum in all meetings and Association communications.

### **3. Confidentiality**

- Protect the confidentiality of sensitive Board discussions, legal matters, personnel issues, and homeowner information.
- Do not disclose confidential information to third parties without proper authorization.

### **4. Transparency and Communication**

- Promote transparency in Board actions and decision-making, except when confidentiality is legally or ethically required.
- Accurately represent Association policies, actions, and positions when speaking on behalf of the Board.

### **5. Conflict of Interest**

- Disclose any actual, potential, or perceived conflicts of interest in writing to the Board.
- Recuse oneself from voting or decision-making where a conflict exists.

# Grand Park North Homeowners Association

## Board of Directors Code of Ethics

### 6. Compliance

- Abide by the Association's governing documents, applicable local, state, and federal laws, and established Board policies and procedures.
- Support decisions made by the majority of the Board, even if personally differing, unless such decision violates the law or fiduciary duty.

### 7. Professional Conduct

- Focus on issues and avoid personal attacks, abusive language, or disruptive behavior.
- Refrain from using one's position for personal gain, political advantage, or special privileges.

### 8. Financial Responsibility

- Ensure sound financial management practices and make decisions that protect and enhance the value of the community.
- Safeguard Association assets and ensure proper use of funds.

### 9. Board Solidarity

- Respect Board decisions once made and support the collective decisions publicly.
- Recognize that authority rests with the Board as a whole, not with any individual Board member.

### 10. Accountability

- Acknowledge that violations of this Code may result in censure, removal from officer positions, or other Board-determined actions, consistent with the Association's governing documents and applicable law.

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### Acknowledgment

By serving on the Board of Directors of the Grand Park North Homeowners Association, each member acknowledges receipt of, understanding of, and commitment to adhere to this Code of Ethics.

# Grand Park North Homeowners Association

## Board of Directors Commitment Form

### Acknowledgment of Service and Code of Ethics

I, **[First Name Last Name]**, in accepting the role of Board Member for the Grand Park North Homeowners Association, affirm my commitment to serve the community in good faith, with care, loyalty, and in the best interests of all homeowners.

I have received, read, and understand the **Grand Park North HOA Board of Directors Code of Ethics**, and I agree to uphold the standards and principles outlined therein. Specifically, I commit to:

- Act honestly, fairly, and respectfully toward fellow Board members, homeowners, vendors, and partners.
- Protect the confidentiality of sensitive information and Board deliberations.
- Avoid conflicts of interest and disclose any potential conflicts promptly.
- Support the lawful decisions of the Board, even if I personally disagree.
- Ensure prudent stewardship of the Association's financial and physical assets.
- Comply with the Association's governing documents and applicable laws.
- Place the interests of the Association above personal interests or agendas.

I understand that failure to adhere to the Code of Ethics may result in Board action, up to and including censure, removal from officer roles, or other remedies consistent with the Association's governing documents and applicable law.

By signing below, I pledge to serve with integrity, accountability, and dedication for the betterment of Grand Park North.

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**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Grand Park North Homeowners Association

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## Budget and Finance Advisory Committee Charter

### Purpose

The Budget and Finance Advisory Committee ("Committee") is established to assist the Grand Park North HOA Board of Directors ("Board") in overseeing the financial health of the Association. The Committee is responsible for reviewing, analyzing, and recommending the annual operating budget, reserve studies, financial strategies, special assessments, and investment options to ensure the fiscal responsibility and sustainability of the HOA.

### Authority

The Committee operates in an advisory capacity to the Board. It has no independent authority to bind the Association, authorize expenditures, or make financial commitments without Board approval.

### Responsibilities

- Review and recommend the annual operating budget for Board approval.
- Monitor financial reports and statements to ensure financial integrity.
- Recommend strategies for reserve funding and investment of Association funds.
- Assist in the preparation and review of reserve studies and ensure adequate reserve funding plans.
- Advise the Board on cost-saving opportunities and revenue enhancements.
- Review and recommend insurance coverage, including property, liability, and Directors & Officers (D&O) insurance.
- Assist the Board in the preparation and communication of annual assessment rates.
- Provide financial transparency to the membership through clear reporting.
- Participate in the annual audit or financial review process.

### Membership

- The Committee shall consist of at least three (3) and no more than five (5) members in good standing with the HOA.
- The Treasurer shall serve ex officio on the Committee
- Committee members shall be appointed by the Board.
- A Chairperson shall be appointed by the Board or elected by Committee members, subject to Board approval.

- Committee members should possess a basic understanding of financial principles.
- Members serve at the pleasure of the Board and may be removed at any time.

### Meetings

- The Committee shall meet at least quarterly and additionally as needed to fulfill its duties.
- A majority of the members shall constitute a quorum for conducting business.
- Meeting minutes shall be maintained and submitted to the Board.
- Meetings shall be conducted in accordance with HOA policies regarding member notice and participation.

### Limitations

- The Committee does not have the authority to sign contracts, incur debts, or legally bind the Association.
- The Committee must submit all recommendations to the Board for review and approval.

### Reporting

- The Committee shall regularly report its activities, findings, and recommendations to the Board.
- The Committee shall assist the Board in communicating financial information to HOA members as needed.

### Amendments

This Charter may be amended or repealed by a majority vote of the Board of Directors at any time.

# Grand Park North Homeowners Association

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## Common Areas Maintenance Advisory Committee Charter

### Purpose

The Common Areas Maintenance Advisory Committee ("Committee") is established to oversee, recommend, and assist in the maintenance, care, and improvement of all common areas within the Grand Park North community. The Committee will ensure that common spaces are maintained to a standard that supports property values, enhances the aesthetic appeal of the community, and promotes safety and enjoyment for all residents.

### Authority

The Committee operates under the authority of the Grand Park North Homeowners Association Board of Directors ("Board"). It acts in an advisory capacity and must seek Board approval for any expenditures, contracts, or material changes to common areas.

### Responsibilities

- Regularly inspect all common areas, including landscaping, signage, irrigation systems, playgrounds, paths, ponds, and other shared amenities.
- Report maintenance issues to the Board and recommend repairs, replacements, or improvements.
- Obtain and review bids and proposals from vendors and contractors for maintenance and improvements.
- Assist in monitoring performance of service providers contracted by the Association.
- Recommend annual and long-term budgets for maintenance and improvements of the common areas.
- Promote community pride and encourage resident involvement in maintaining a clean and attractive environment.

### Membership

- The Committee shall consist of at least three (3) and no more than seven (7) members, all of whom must be members in good standing of the Grand Park North HOA.
- Committee members shall be appointed by the Board.
- A Chairperson shall be appointed by the Board or elected by the Committee members, subject to Board approval.

- Committee members serve at the pleasure of the Board and may be removed by the Board at any time.

### **Meetings**

- The Committee shall meet as needed but no less than quarterly.
- Meeting notices shall be posted in accordance with HOA guidelines.
- A majority of the Committee members shall constitute a quorum.
- Meeting minutes shall be maintained and submitted to the Board.

### **Limitations**

- The Committee has no independent authority to bind the Association, enter contracts, or expend Association funds without prior Board approval.
- The Committee shall not direct or supervise Association employees, contractors, or vendors, except as specifically authorized by the Board.

### **Reporting**

- The Committee shall report to the Board at least quarterly and provide updates on inspections, maintenance needs, completed projects, and recommendations.
- The Chairperson, or their designee, will serve as the liaison between the Committee and the Board.

### **Amendments**

This Charter may be amended or repealed at any time by a majority vote of the Board of Directors.



# Grand Park North Homeowners Association

## Safety Advisory Committee Charter

### Purpose

The purpose of the Grand Park North HOA Safety Committee is to promote a safe and secure environment for all residents, guests, and visitors. The Committee will work to identify safety concerns, recommend solutions, and foster a strong sense of community awareness and preparedness.

### Authority

The Safety Committee operates under the authority of the Grand Park North Homeowners Association Board of Directors. The Committee shall serve in an advisory capacity and shall not have independent decision-making authority. Recommendations made by the Committee are subject to Board approval.

### Responsibilities

The Safety Committee will:

- Identify and evaluate safety and security concerns within the community.
- Recommend measures to the Board to enhance safety, such as improved lighting, signage, traffic control, and security patrols.
- Coordinate with local law enforcement, fire departments, and emergency services as needed.
- Organize and promote safety education programs (e.g., CPR training, Neighborhood Watch programs, hurricane preparedness).
- Assist in the development of emergency response plans for the community.
- Conduct periodic community safety audits and report findings to the Board.
- Communicate safety tips and alerts to residents through newsletters, emails, and community meetings.

### Membership

- The Committee shall consist of at least three (3) and no more than seven (7) members who are residents or homeowners in Grand Park North.
- Committee members shall be appointed by the Board of Directors.
- The Board shall appoint a Committee Chair, or the Committee may elect a Chair from among its members with Board approval.
- Membership terms shall be for one year, with the possibility of reappointment.

## **Meetings**

- The Committee shall meet at least quarterly or more frequently as needed.
- A simple majority of members shall constitute a quorum for the transaction of business.
- Meeting minutes shall be recorded and submitted to the Board.

## **Reporting**

- The Committee shall provide regular updates to the Board at scheduled Board meetings.
- Any recommendations for expenditures or policy changes must be formally submitted to the Board for consideration.

## **Amendments**

This Charter may be amended by a majority vote of the Board of Directors.

# **Grand Park North Homeowners Association**

## **Design and Architectural Board (DAB) Charter**

### **Purpose**

The purpose of the Design and Architectural Board (DAB) is to preserve and enhance the aesthetic quality, property values, and harmonious design of the Grand Park North community. The DAB is responsible for reviewing and approving (or recommending approval/denial of) exterior modifications, new construction, and landscaping changes in accordance with the community's governing documents and architectural guidelines.

### **Authority**

The DAB operates under the authority granted by the Grand Park North HOA Covenants, Conditions, and Restrictions (CC&Rs) and is appointed by the Board of Directors. All decisions and recommendations made by the DAB are subject to oversight by the Board of Directors.

### **Responsibilities**

The DAB will:

- Review and approve or disapprove homeowner applications for exterior modifications, additions, new construction, and major landscaping changes.
- Ensure that all improvements conform to the HOA's CC&Rs, Architectural Guidelines, and community aesthetic standards.
- Update and recommend changes to the Architectural Guidelines for Board approval as needed.
- Conduct site visits when necessary to evaluate proposed or completed projects.
- Communicate decisions promptly and professionally to homeowners, including reasons for denials if applicable.
- Maintain records of applications, approvals, denials, and correspondence related to architectural control matters.
- Provide periodic reports to the Board of Directors on activities and trends.

### **Membership**

- The DAB shall consist of three (3) members, all of whom must be homeowners in good standing.
- Members shall be appointed by the Board of Directors.
- The Board shall appoint a Chairperson or the DAB members may elect a Chairperson subject to Board approval.
- Terms shall be for one (1) year, with eligibility for reappointment.
- In the event of a vacancy, the Board may appoint a replacement member.

## **Meetings**

- The DAB shall meet as needed to review applications in a timely manner, but no less than once per quarter.
- A quorum shall consist of a majority of current DAB members.
- All decisions shall be made by majority vote.
- Meeting minutes and records of decisions shall be maintained and shared with the Board.

## **Application Review Process**

- Homeowners must submit a written application with all necessary documentation (e.g., plans, materials, drawings) prior to beginning any exterior project.
- The DAB shall respond to all complete applications within thirty (30) days of receipt. and completed within 12 months.
- Approved projects must commence within six (6) months of approval and completed within 12 months or the approval shall expire.
- Homeowners may appeal a DAB decision to the Board of Directors.

## **Amendments**

This Charter may be amended by a majority vote of the Board of Directors.

# **Grand Park North Homeowners Association**

## **Ad Hoc Management Company Advisory Committee Charter**

### **Purpose:**

The Ad Hoc Management Company Advisory Committee ("the Committee") is established by the Board of Directors of Grand Park North Homeowners Association ("the Board") to review, evaluate, and recommend a professional management company to oversee the operations and administration of the Association in the best interest of its members.

### **Authority:**

The Committee operates at the direction of the Board and serves in an advisory capacity. The Committee does not have independent authority to act on behalf of the Association without Board approval.

### **Responsibilities:**

- Develop criteria and a Request for Proposal (RFP) for HOA management companies.
- Research, identify, and solicit proposals from qualified management companies.
- Review and evaluate all proposals based on established criteria.
- Interview prospective management companies as needed.
- Gather input from homeowners (as directed by the Board) regarding desired services and priorities.
- Present a written recommendation to the Board, including a summary of findings and a shortlist of preferred candidates.
- Maintain transparency, confidentiality, and impartiality throughout the process.

### **Composition:**

- The Committee shall consist of 3–7 volunteer members appointed by the Board.
- The President and Vice President shall serve as ex officio members of the Committee.
- The Committee shall elect a Chairperson from among its members to lead meetings and report to the Board.

### **Meetings:**

- The Committee will meet as often as necessary to complete its responsibilities.

- All meetings will be conducted in accordance with the Association's governing documents and applicable laws.
- Minutes of all meetings shall be maintained and submitted to the Board.

**Term:**

- The Committee is temporary (ad hoc) and will dissolve automatically upon the Board's final selection and contract execution with a management company, or at the Board's discretion.

**Deliverables:**

- A detailed report and recommendation to the Board, including evaluations of all proposals received, no later than [insert target date if applicable].

**Conduct:**

- Committee members shall avoid conflicts of interest and disclose any potential conflicts immediately.
- Members shall act in good faith, in the best interests of the community, and in accordance with the Association's Code of Conduct (if applicable).