

**Policies and Procedures Manual
Property Owners Association of Terlingua Ranch, Inc.**

**As proposed by the Executive Committee
And modified by the Board as a whole in Special Session
April 25, 2003**

**Amended & Revised:
December, 2003
January, April, July, August, October, 2004
April, October 2005
January, March, April, July, October, 2006
October, 2007
April, 2008
July 2008
August 2008
October 2008**

**2002 Policies and Procedures Committee
Curtis Warren
Sharon Clark
Art Worley**

Policies and Procedures Manual

Property Owners Association of Terlingua Ranch, Inc.

INTRODUCTION

The following policies and procedures will be retained in a binder located in the POATRI office. Corrections and/or additions may be made when necessary by action of the Board. The Secretary of the Board will be responsible for seeing that the office copy is updated. These are the policies set forth and the procedures established by the Board of Directors. The General manager may supplement these policies and procedures with those of his or her own as long as such policies and procedures do not conflict with the Bylaws of POATRI, the Terlingua Ranch Maintenance Association agreement, the Corporate Charter, these or other policies established by the Board, or applicable law.

Definitions:

“POATRI” is Property Owners Association of Terlingua Ranch, Inc., which may also be referred to as “the Corporation” or “the Association”.

“A majority of the Board” means the majority of the Members of the Board who are present and voting at any legally called regular or special meeting, at which a quorum is present, or a majority of all the Board when an emergency measure is being decided by telephone or e-mail vote between meetings.

Statement on Personal Conduct

It is POATRI’s policy that all POATRI employees and members of the Board strive to conduct POATRI business in a courteous and professional manner. POATRI Members are held to the same standard in addressing POATRI’s affairs and in their interaction with POATRI employees and Directors. Accordingly, rude, obnoxious, threatening and/or uncivil behavior will not be tolerated and is justifiable reason to immediately cease any and all discussions with the Member(s) regarding any and all issues or concerns of the Member. However, the Member will be given an opportunity to continue the discussion in an appropriate manner at a later time. The cooperation of all regarding this matter is appreciated.

Policies and Procedures Manual

Property Owners Association of Terlingua Ranch, Inc.

Table of Contents

SECTION I - Board Policies & Procedures

- 1. Board of Directors Executive Sessions**
- 2. Reserve Capital Asset Replacement Fund**
- 3. Issue Resolution Procedure** *(Revised April 08)*
- 4. Election Process** *(Revised April 08)*
- 5. Filling Director Vacancy** *(Added 10/05)*
- 6. Committee Confidentiality** *(Added 07/08)*
- 7. Communications Policy** *(Added 10/06)*
- 8. Member Participation at Meetings**
- 9. Use of Terlingua Ranch Logo** *(Added 10/06)*
- 10. Function & Organization of POATRI**
- 11. Polling of votes by Board** *(Revised 10/09)*

SECTION II – General Association Policies

- 1. Access to Private Roads on Terlingua Ranch** *(Revised 04/05)*
- 2. Maintenance of Roads on Terlingua Ranch** *(Revised 04/05 & 07/06)*
- 3. Private Use of POATRI Equipment**
- 4. Road Work by Others on Terlingua Ranch**
- 5. Financial Audits** *(Revised 10/05)* & **Audit Committee** *(revised 03/06)(Revised 9/09)(Revised 9/09)*
- 6. Association Assessments Procedures** *(Revised 04/06)*
- 7. Assessment Amnesty Fee Program** *(Revised 12/03)(Rescinded 8/04)(Revised 01/05 & 8/08)*
- 8. Cost Accounting (Operation Allocation)** *(Revised 10/04 & 04/05)*

SECTION III – Management & Administration Policies

- 1. Corporate Expenditure/Insurance Review** *(Revised 01/04 & 04/04 & 2/06)*
- 2. Personal Loan**
- 3. Ownership Records** *(Revised 04/06)*
- 4. Suspension of Maintenance Fees** *(Added 8/04)*
- 5. Collection Procedures** *(Revised 01/06)*
- 6. Availability of Records** *(Revised 01/06)*
- 7. Maintenance and Retention of Records**
- 8. Restrictions on Computer Use**
- 9. Passwords and Other Security Procedures** *(Revised 04/06)*
- 10. General Manager’s Job Description** *(Revised 01/06) (Revised 10/09)*