

June 14, 2010
Mission Bay Organizational Committee
Members – Tim McKenna, Jill Southerland, Rick LaPiana, Kathy Beckly

Our main objective was to create a simplified organizational structure that is more consistent with the future of the entire Mission Bay development. That includes

- Working committees that are more inclusive of our membership taking advantage of the many skills that are out there among our community.
- Better synergy and economy of scale between Mission Bay and the Mission Bay Preserve in controlling expenses.
 - the community center
 - wages
 - independent contractors
 - common areas
 - snow removal and street maintenance
- Create similar management structures between Mission Bay and the Preserve.
- Create better avenues for input by the entire Mission Bay HOA membership.
- Maintaining the autonomy of each development.

Mission Bay and the Preserve will each have 3 board members elected by their respective memberships. The term of the BOD will be 3 years rotating and structured so that an election takes place for one member each year.

The two BODs will join together to form a steering committee. In addition, a representative from the newly formed "sub association" will join the steering committee making the steering committee a total of 7 members.

The Custom Homes, Individual Homes and the Bungalows will form a sub association and elect a chairperson to represent their interests.

The chair/president of each sub association will join together into one of 3 housing category types and elect a leader from each of these 3 categories.

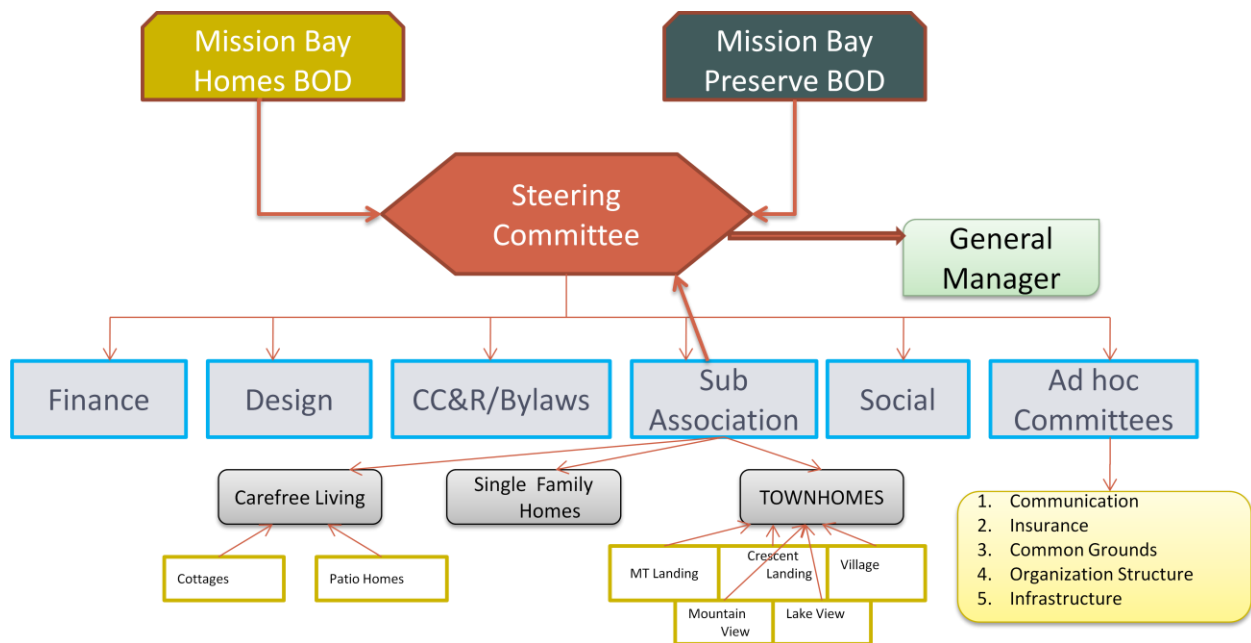
1. The townhouses (Montana Landing, Mountain View, Lake View, Village and Crescent Landing)
2. Individual Family Homes (Custom Homes, Bungalows and all single family homes doing own maintenance);
3. Carefree Living Homes (Cottages and Patio Homes)

The leader from each category will represent them on the newly formed "sub association" committee. Those 3 elected leaders will elect a leader to represent them by serving on the Steering Committee. The Steering Committee will provide oversight to the various committees and any staff. The chair and a vice

chair will be elected to an annual term with the intention that the vice chair follow the chairs one year term.

A transition plan needs to be put in place to changeover from the current structure to the new structure once the developers resign their positions on the board. We recommend that in order to make a smooth transition, Dennis should remain on the two boards as an advisory member until the transition is complete.

Here is our new proposed structure for the entire Mission Bay community:



All working committees will report each month as to what transpired within their committee. All committees will have clear objectives given them by the steering committee and their report will include where they are in the process of achieving those objectives. It is important that we establish accountability for each of the committees as well as staff and independent contractors. We also need to have processes and procedures in place to ensure enforceability of bylaws and rules. Each committee will be responsible for the establishment of procedures under the guidance of the steering committee.

Committee Selection Process

- Solicit volunteers
- Steering committee makes the appointment
- The committee elect its own chair

Financial Committee

1. # of representatives

- a. 3 with a minimum of one from each development.
- b. With up to two additional ad hoc members for specific tasks such as preparing budgets for each association.

2. Term of office – 3 year rotation

3. Purpose:

- a. Set Budget
- b. Review monthly financials against budget
- c. Provide recommendations to the steering committee
- d. Work with the boards in providing a policy of checks and balance
- e. Provide periodic tests throughout the year
- f. Monitor cash flow
- g. Monitor collections
- h. Provide annual audit tests

4. Qualifications:

- a. Competent skills in reading financial statements
 - i. Understanding Assets and Liabilities
 - ii. Debits and Credits
 - iii. Important ratios (make up of current assets and current liabilities, working capital, debt to equity)
 - iv. Cash flow
- b. Preferable working experience in financial sector or previous business owner

ARCHITECTURAL DESIGN AND REVIEW COMMITTEE

- 1) **Number of members** – 2 from Mission Bay, 2 from the Preserve and 1 at-large
- 2) **Term of office** – 3 year rotation
- 3) **Qualifications**
 - a) Ability to read and understand blueprints
 - b) Familiarity with design guidelines for various sub-divisions
 - c) Ability to be objective and critical in order to ensure high standards and quality of the Association
 - d) Have access to county, state, or federal zoning and building laws, ordinances or policies
- 4) **Purposes of Committee**
 - a) Review, approve and/or disapprove submitted plans and specifications regarding style, exterior design, appearance, location and compliance set forth in the design guidelines and the CC&Rs
 - b) Work with Manager to inspect community on a regular basis for any design or rules infractions
 - c) Develop and follow procedure for enforcement of rules
 - d) Chair of committee will make reports to Board/Steering Committee each month

Bylaws/CC&R and Enforcement

- 1) **Number of members** – 3 to 5 members with representation from each development.
- 2) **Term of office** – 3 years
- 3) **Qualifications** -
 - a) Preferably be a year round resident.
 - b) Understanding of our bylaws and Covenants, Conditions and Restrictions.
 - c) Have a Commitment and a Resolve to uphold and enforce the Bylaws and CC&R's.
- 4) **Purposes of Committee** -
 - a) Follow procedure for enforcement of Mission Bay and Mission Bay Preserve rules and regulations.
 - b) Recommend any changes to the procedures to the Steering Committee as needed.
 - c) Recommend any changes to the Bylaws and CC&R's as they deem necessary.
 - d) Chair of committee will make reports to Board/Steering Committee each month

CC&R/Bylaw Violation Protocols

The manager is to observe violations and not rely on complaints from Homeowners. However an avenue is made for a complaint to be filed by any Mission Bay HOA member. A violation complaint cannot be anonymous. While it can be verbal, it is preferable that a form be completed and submitted by any HOA member which has identified the violation of the CC&R or bylaw. The complaint is to be given to the manager. Under all circumstances, the complainants' name will be held in confidence and not be disclosed to anyone.

When the manager observes a violation, the manager is to immediately give the owner a verbal explanation of the CC&R and point out the violation. They are given 3 days to comply. The manager will maintain a documentation of the violation in an electronic file.

If the manager receives a complaint, the manager should verify the infraction within 24 hours. When a violation is verified, the manager will immediately give the owner an explanation of the CC&R and point out the violation. They will be given 3 days to comply.

Upon conclusion of the investigation into the alleged violation, the manager will share his/her finding with the complainant.

After 3 days the manager will verify that the violation has been corrected. If it has not been corrected, the manager will follow up with a written letter sent by registered mail. The letter will be cc to the CC&R/bylaws committee and the manager will document the violation in an electronic file. The letter will state the area of the CC&R or bylaw that is being violated and provide notice that if there isn't compliance within 10 days (including mailing time) they are:

- subject to a fine
- lose HOA privileges which will not be reinstated until compliance is made and all costs incurred by the HOA including the costs to correct, fines and legal expenses incurred by the HOA are paid.
- If the owner does not correct the violation within 10 days, the HOA may correct the violation at the owners (violators) expense.
- the HOA will seek a court order if necessary at the owner's (violator's) expense.
- All costs involved in correcting the violation will be the responsibility of the owner (violator).

APPEAL PROCESS: Within those 10 days, the violator (owner) may respond in writing to the manager of why they believe they are in compliance. A copy of that letter will be forwarded to the CC&R/bylaw committee and the CC&R committee will schedule a hearing within 7 days. The finding of the CC&R/bylaw committee will be final.

If there is not compliance within those 10 days, the fine will retroactively apply to the date the verbal notice was given to the owner (violator). The schedule of fines is as follows:

- \$50 for the 1st week
- \$100 for the second week
- \$250 for every week beyond the first 2.

For a repeat offense of the same violation, the fine will be implemented immediately without regard to having 10 days to correct the violation. Upon notice or observation of such repeat violation, the manager will verbally inform the owner of the violation and document it with a letter to the owner (violator), cc the CC&R/bylaws committee and document the violation in a electronic file. At the discretion of the CC&R committee, the amount of the fine may begin at \$250 for owners consistently repeating the same violation.

The manager is responsible to assure the fine is billed and collected. Failure to pay the fine will be subject to the Mission Bay HOA lien procedures.

Under special circumstances that would result in a temporary violation of a CC&R, an owner may apply for a temporary permit through the manager. The cost of a temporary permit is \$10.00. If a temporary permit is given, the manager will provide notice to those that may be affected of such permission.

The CC&R's have been adopted to assure the enjoyment of all Mission Bay HOA members. The intent of the rules contained within the CC&R's as determined by the CC&R/Rules committee will apply.

Social Committee

1) Number of members -

- a) open, as determined by committee chair

2) Term of office -

- a) open
- b) chair - 2 years

3) Qualifications -

- a) Good Organizational Skills
- b) Strong Interpersonal Skills
- c) Ability to work within a budget

4) Purposes of Committee -

- a) Bring together all social functions of the Mission Bay Community to a common coordinated effort.
- b) Create a calendar of events and promote a fun cohesive environment promoting fellowship and a sense of community among the Mission Bay and Mission Bay HOA members.

Sub Association Committee

- 1. Number of members**
 - a. 3 made up from one of each housing category
 - i. The townhouses (Montana Landing, Mountain View, Lake View, Village and Crescent Landing)
 - ii. Individual Homes (Custom Homes and Bungalows);
 - iii. Carefree Living Homes (Cottages and Patio Homes)

- 2. Term of office** - Annual as elected by the leaders from their respective sub associations.

- 3. Qualifications**
 - a. Strong Vision for the Mission Bay community
 - b. Strong Organizational Skills
 - c. Good Communication skills
 - d. Ability to Read and Understand Financial Statements

- 4. Purposes of Committee** - To give a strong voice to the general membership on any current issues or future concerns of their individual members or of any sub association.

Mission Bay Homeowners Association

Clubhouse Usage Policy and Fees

June 19, 1010

The clubhouse is intended to serve as a meeting and social gathering place for all Mission Bay HOA functions. All members are encouraged to use the clubhouse for social gatherings and to spread fellowship among Mission Bay HOA members and their guests.

The clubhouse is also available for personal functions of any Mission Bay HOA member in good standing. A Mission Bay HOA member in good standing is defined as owning property within the Mission Bay and/or the Mission Bay Preserve development who is current on their dues (not more than a quarter delinquent) and any fines and costs associated therewith.

Reservations for the clubhouse will be made available on a first come first served basis. Reservations are encouraged to be booked as far in advance as possible. A reservation will not be confirmed until the Clubhouse Reservation Agreement and a deposit check per the room charge schedule is received by the Club Manager. A room and function calendar can be viewed on the Mission Bay HOA website.

Room Charge Policy:

Bridge and Mahjohgg are grandfather in at their existing arrangement of \$40.00 a month for bridge and \$0 a month for Mahjohgg and accordingly the new room policy does not apply to them. These grandfathered agreements will be reviewed annually.

No room rental charge will apply for any event organized and sponsored by the Mission Bay HOA Social Committee.

No room rental charge will apply for use of the Clubhouse facility when that use is open to the entire Mission Bay HOA membership and organized for their exclusive use.

However a room rental charge will apply for any event or function where a financial charge is made to those in attendance.

For those functions where a financial charge is made to the participants, if the function is open to all Mission Bay HOA members and is organized for their (and their invited guests) exclusive use, a reduced rental charge will apply. That rental charge schedule is:

- \$10.00 an hour to a maximum daily charge of \$50.00.

All other clubhouse facility rentals will be subject to a:

- \$50.00 rental fee along with a \$50.00 deposit.

- If all rules and conditions are met then the \$50.00 deposit will be refunded.

The sponsor of the event will be responsible for payment to the Club Manager and for all damage caused to the facility.

Facility General Rules

Mission Bay Community Center Hours: 6:00 a.m. - 11:00 p.m.

All functions must be concluded by 10:00 PM .

Special circumstances (i.e. - Events going later than 10:00 p.m., rearranging furniture, etc) must be addressed ahead of time with the Mission Bay manager

The Mission Bay HOA member who is hosting an event at the clubhouse must be in attendance at all times during their sponsored function.

As a courtesy to any neighboring property, careful attention should be given to the noise level of the event.

The maximum capacity of the clubhouse shall not exceed 100 individuals.

ALL areas of the community center are TOBACCO FREE. No smoking is allowed in the Clubhouse or any of its recreational facilities.

Any Mission Bay HOA Social Committee sponsored gathering may use the entire Mission Bay HOA facility. All other gatherings involving rental of the clubhouse will include the upper patio. The pool / hot tub, exercise room and both tennis court may not be rented. A HOA member may rent a single tennis court for tournament play for \$50.00 a day. The Homeowner must be present at all times while the court is being rented.

NO PETS of any type in the Community Center areas. Seeing eye or hearing dogs are not considered pets.

Proper attire: Casual dress in Community Center. Swim suit in pool area only.

GUESTS

A guest is defined as an overnight visitor or immediate family member. All other guests will be referred to as invited guests. Baby sitters are not eligible to use the facility

All portions of the Mission Bay HOA Facilities are open for use by Mission Bay and Mission Bay Preserve owners in good standing and their guests.

Homeowner must be present when guests under 18 use the pool, hot tub or tennis courts and when guests under 16 use the Great room and exercise room.

Members and guests must use owner's key and sign-in. Homeowner must notify the manager in writing that guests will be using the facility without the owners presence.

Invited guests

An invited guest is any guest of a Mission Bay HOA member that is not an overnight visitor or immediate family member.

There is a limit of 3 times that an invited guest may use the recreational portion of the facility whether invited by a single HOA member or by a multiple number of HOA members. The HOA member sponsoring the invited guest will pay a pass fee of \$10 per day for each invited guest exceeding the 3 time limit of their use of any portion of the Mission Bay recreational facility.

Homeowner must be present at all times when invited guests use any portion of the facility.

All invited guests must be signed in.

CONSEQUENCES:

1. Reported and verified violations will be handled as follows.

- First time violation.
 - A letter will be sent to the violating party indicating the offense and a reminder of the rules.
- A repeat or second violation by same parties.
 - A letter will be sent indicating the offense and the consequence. The result will be a minimum two-week suspension from use of the Community Center and it's recreational facilities as determined by the Bylaws/CC&R Enforcement Committee.

Decision Tree for Clubhouse Use

1. Is the event grandfathered?

NO



Yes



\$40 charge a month for Bridge, \$0 for Mahjongg

2. Is the event a meeting for the MBHOA?

NO



Yes



No charge

3. Is the event sponsored by the Social Committee of the MBHOA?

No



Yes



No charge

4. Is the event sponsored by a MBHOA member in good standing?

Yes



No



Unable to rent facility

5. Is the event open to sign up of all HOA members?

Yes



No -



\$100 (\$50/\$50)

6. Is the event for the exclusive use of the HOA members and their invited guest?

Yes



No



\$100 (\$50/\$50)

7. Is there a charge to the participants?

No



Yes



\$10 per hour/\$50 max

No charge

Additional Rules Specific to Tennis

Hours: 8:00 A.M. to Dusk

Proper attire: Soft soled tennis or athletic shoes. No hard soled or spiked shoes.

Homeowners and their guests have priority for play. Playing with invited guests should be limited to one court. If a homeowner is waiting for a second court occupied by an invited guest, they are to finish the set and then relinquish the court to the homeowner for play.

Reserving a court time is allowed up to 2 days in advance. Reservations are to be made in the tennis reservation book next to the sign in area.

After each use, the following **MUST** be done by the players:

- Sweep court area with large court brooms

- Sweep the lines with the line brooms.

The opening of the tennis court is dependent on weather conditions and at the discretion of the Mission Bay HOA manager.

Additional Rules Specific to the Pool/Hot Tub

Pool Hours 8:00 A.M. to dusk Memorial Day Weekend through Labor Day Weekend.

No lifeguard on duty. Use pool/hot tub at your own risk.

Under certain weather conditions the pool cover may be left on. But the pool is still open during times and the pool cover will be removed by request to the manager.

Proper attire: swim suits or summer casual wear. Aqua socks are the only footwear allowed in pool or hot tub.

State law mandates that HOT TUB temperature will be no more than 102 degrees. Children under age 5 are not allowed in hot tub and under age 14 must be accompanied by an adult.

No one may be in the hot tub any more than 15 minutes at a time.

Small children/infants with diapers not allowed in pool. Swim diapers are allowed in the pool. Diaper changing is to take place in the locker room.

Floatation devices for safety and goggles for eye protection are allowed. No other toys, balls, Frisbees, squirt gun, etc are allowed.

Running, diving or jumping into pool or hot tub, boisterous conduct, unnecessary splashing, ball or Frisbee throwing are not permitted.

Towel off before entering the building or locker rooms.

No glass containers in the upper patio or pool/hot tub. Drinks must be in a plastic or non-breakable container.

Food and drink are allowed in upper patio area only. No food of any type allowed around the pool or hot Tub area.

Radios, CD players, etc are not permitted unless used with headphones. Music for water aerobics or social committee gatherings are an exception.

No one with open cuts or wounds or communicable disease is allowed in the pool or hot tub.

The pool is reserved every day for exercise only for adults from 8:00AM to 9:30AM.

No private swimming parties.

All users of the pool area must enter through front door and use the sign-in sheet

The side gate will remain locked at all times.

Additional Rules Specific to Exercise Room

Hours: 6:00 A.M. - 11:00 P.M.

Proper attire: You must have a clean pair of tennis shoes to eliminate dirt that accumulates on the aerobic equipment. Pants/shorts and shirt.

Owners have first right of use of the equipment.

The rug area needs to be kept free from dirt and clutter for patrons use of the floor for stretching and other exercises.

When starting treadmill, straddle belt, start treadmill then step on belt.

Clean equipment after each use. Use spray bottle and towel.

Rack dumbbells after use.

Turn off treadmill after use - switch is on lower front of treadmill

Radios, cd players, ipods etc are not permitted unless used with headphones.

Please be considerate to others using the exercise room with the TV volume.

If you are last person in room turn off lights and TV when you finish.

Complaint Form

To be submitted to the Mission Bay HOA Manager. No complaint will be accepted anonymously.

DATE: _____

NAME OF VIOLATOR: _____

STATE VIOLATION: _____

NAME OF COMPLAINTANT: _____

ADDRESS OF COMPLAINTANT: _____

PHONE NUMBER: _____

Mission Bay & Mission Bay Preserve Homeowners' Associations

POSITION TITLE: GENERAL MANAGER

REPORTS TO: STEERING COMMITTEE

BASIC PURPOSE: THE PRIMARY PURPOSE OF THIS JOB IS:

Provide oversight to the Mission Bay and Mission Bay Preserve facilities. The General Manager communicates to and supports the overall membership assuring that the Mission Statement of The Mission Bay Homeowners Association is being met.

The General Manager will serve as an ad hoc member of various committees by appointment of the steering committee to assist in their development and performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. *Administer and enforce all rules and regulations and fines set forth by the By Laws, CC&R's and written Board Policies.
2. Act as the liaison to the general membership anticipating, searching out, listening to and investigating their concerns.
3. Communicate and Consult with the board of directors, the steering committee and the membership over concerns on any Mission Bay Homeowners Association issue and professionally deliver updates to membership.
4. *Maintain a maintenance log in electronic format of request descriptions, request dates, description of resolution and resolution dates.
5. *Facilitate and Negotiate contracts for recommendation to the steering committee.
6. Coordinate and Oversee construction documents of subcontractors and vendors.
7. *Maintain an electronic file management system.
8. Keep the facility (property) in good condition and working order.
9. Perform basic repairs and upkeeps to the property.
10. Maintain the Clubhouse Electronic Calendar.

11. Approve Invoices for payment.
12. Plan and participate in committee meetings and presentations to membership.
13. Maintain the Association Website assuring all communications to the membership is current.
14. Prepare and arrange for all board, steering and committee meetings.
15. Manage the Collection of all dues and fines.
16. Oversee subcontractors work to assure compliance to our contracts.
17. Represent Mission Bay throughout the community in a professional manner.
18. Conduct job site visits to review quality of workmanship and compliance.
19. Participate in the planning and the establishment of Association's processes, procedures and standards.
20. *Provide new members orientation to MBHOA.
21. Any other duty as directed by the steering committee.

* - Procedures are being or need to be written.

NECESSARY SKILLS:

- Maintain an up-to-date understanding of Polson's current events, municipal activities and services.
- Ability to perform basic Residential Construction maintenance and repairs
- Knowledge and ability to understand applicable zoning and building codes.
- Basic Computer Skills with proficiency in Word documents, Excel documents, email and internet, maintaining databases.
- Professional and ethical standards.
- Strong written, verbal and interpersonal communication skills
- Promote and work in a Team setting
- Excellent Organizing Skills, with the Ability to Multi-Task and Maintain Focus on the End Result with Attention to Detail
- Ability to anticipate problems rather than constantly having to react to them.
- Leadership

Review Process

The Association Manager reports to the Steering Committee. A new chair and vice chair is elected in July for a one year term. The Chair of the Steering Committee is the Steering Committee's conduit to the Association Manager.

The Review Cycle begins in July and concludes the following June.

JULY - OBJECTIVE SETTING

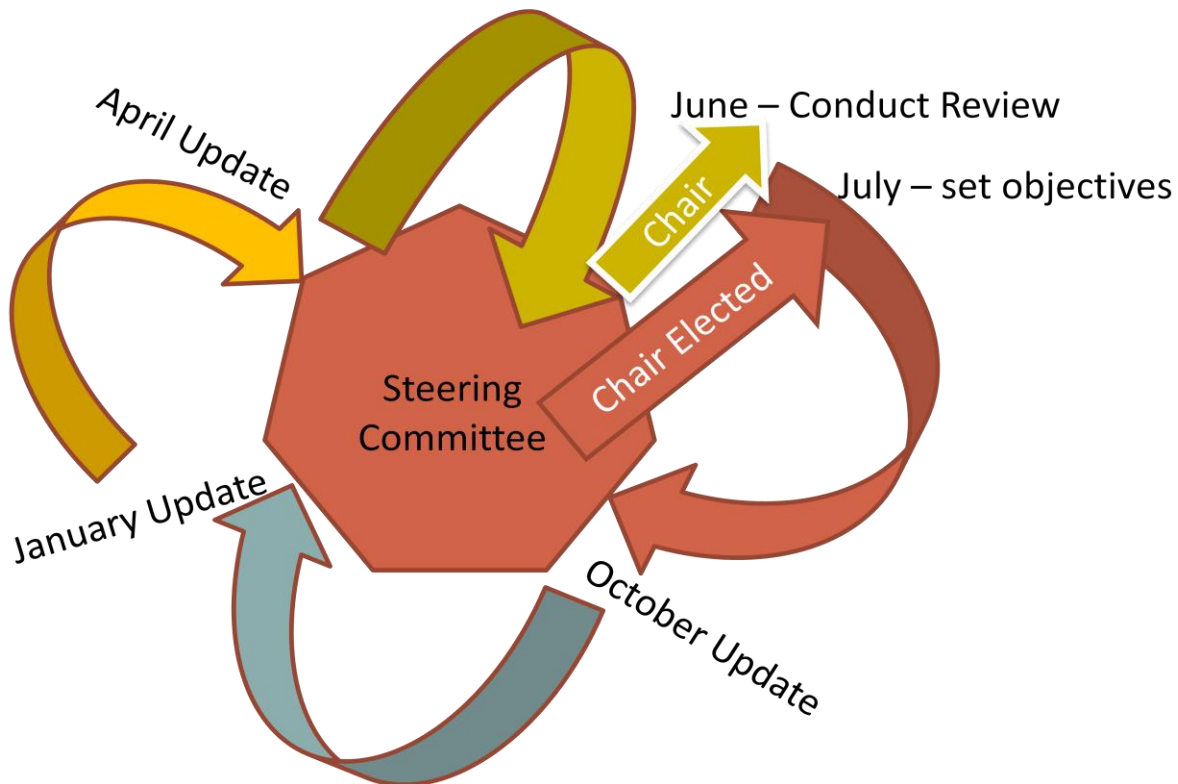
At the direction of the Steering Committee and with input from the manager, the chair will establish objectives and appropriate weights to those objectives (form attached).

QUARTERLY - MONITORING REPORT

Chair will report back to the Steering Committee with a summary of the job performance.

JUNE - ANNUAL REVIEW

Using the same form that was used for objective setting, the chair will ask the manager to conduct a self appraisal. After receiving the input of the Steering Committee, the chair will prepare the review form. The Chair will then conduct a review with the manager comparing the self appraisal to the Steering Committees ratings and comments. In areas in which expectations had not been met, an action plan should be included in the following year's objective setting and monitored monthly.



Objective Setting and Performance Rating Worksheet

Name: _____

Position: _____

Directions: Through the Steering Committee and with employee input, set the objectives and assign weight to each objective. At annual review, employee should complete as a self assessment and manager should independently complete. The forms should be compared and a final score given for a performance evaluation.

Weight Definitions:

Adjust the weight for each criterion based on its level of importance for successful job performance. Be sure the total adds up to 100%.

Rating Definitions:

- | | |
|---------------------------------------|-------------------------------------|
| 5 = Greatly Exceeded Expectation | 2 = Did Not Meet Expectation |
| 4 = Consistently Exceeded Expectation | 1 = Significantly Below Expectation |
| 3 = Fully Met Expectation | |

List Objectives or Performance Factors	Enter Weight	Circle Rating High-Low	Combined Score (Weight X Rating)
1.		5 4 3 2 1	
2.		5 4 3 2 1	
3.		5 4 3 2 1	
4.		5 4 3 2 1	
5.		5 4 3 2 1	
6.		5 4 3 2 1	
7.		5 4 3 2 1	
8.		5 4 3 2 1	
(Total Weight must equal 100%)	(100%)	Total Combined Scores:	

Divide "Total Combined Scores" by 100 for overall weighted rating: _____ ÷ 100 = _____

For Review Model Performance Appraisal Form:

Overall Weighted Rating, combining weighted scores on Objectives and Performance Factors: _____ (include one decimal point)

1.0–1.9 2.0–2.9 3.0–3.9 4.0–4.5 4.5–5.0