

BAHIA BAY PROPERTY OWNERS ASSOCIATION (BBPOA)

MANUAL OF PROCEDURES-POLICIES-PRACTICES (MPPP)

DEFINITION

1. Manual of documents, directives and statements governed by the Covenants and By Laws, and required by the association as guidelines for management of the association affairs.
2. The Manual is managed by the BBPOA Secretary.
3. The Manual can be amended at any time by a quorum majority at a duly called Board of Directors (BOD) meeting.

BOARD OF DIRECTORS ORGANIZATION CHART

PRESIDENT

ANNEXATION, LEGAL, SECURITY, SOCIAL, GROUNDS MANAGEMENT

The mission of the Security Committee is to help plan for and take all measures necessary to keep BBPOA members and their property safe plus aid in the general communication, improve beneficial relationships and act as a new owner welcome agent. Committee reports directly to President.

Grounds Management Committee manages all grounds maintenance contracts, site/grounds improvements, street maintenance

DIRECTOR 1: SEAGRASS COMMITTEE, CANAL AND BULKHEAD COMMITTEE

DIRECTOR 2: ACC, COMPLIANCE

SECRETARY: WEBSITE/DATABASE MGMT, GOOD NEIGHBOR, BLOCK CAPTAINS

TREASURER: AP/AR, CPA MANAGEMENT, INSURANCE

DIRECTOR 1: SEAGRASS COMMITTEE, BULKHEAD/CANAL COMMITTEE

1. IDENTIFY- PRIORITIZE- INSPECT
2. REQUEST FOR PROPOSALS (RFP)
3. SELECT CONTRACTOR- CONTRACT- CONTRACTOR REQUIREMENTS
4. INSPECT- APPROVE PERFORMANCE
5. DOCUMENTS- WARRANTIES- CONTRACT CLOSE OUT DOCUMENTS
6. PAY FOR PERFORMANCE
7. PROPOSE YEARLY BUDGET- ANNUAL REPORT

DIRECTOR 2: ACC

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2. REQUEST FOR PROPOSALS (RFP)
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4. INSPECT- APPROVE PERFORMANCE
5. DOCUMENTS- WARRANTIES- CONTRACT CLOSE OUT DOCUMENTS
6. PAY FOR PERFORMANCE
7. PROPOSE YEARLY BULKHEAD SPECIAL ASSESSMENT BUDGET- ANNUAL REPORT
8. MANAGE COMPLIANCE COMMITTEE

COMPLIANCE COMMITTEE

REPORTING-RESOLUTION PROCESS

The Bahia Bay Property Owners Association (BBPOA) Compliance Committee (CC) mission is to assist the Bahia Bay Board of Directors (BBBOD) with the oversight and resolution for all Covenants and By Law compliance issues with the purpose of resolutions to be in the best interest of the BBPOA. The committee shall exist of three members appointed by the BOD for a period of three (3) years or until replaced per request. Committee members shall be current BBPOA members in good standing. One committee member shall be designated Chair and report for approval all actions to the BBBOD President. The CC shall perform its mission in full compliance of the BBPOA Covenants and By Laws. All actions approved and taken by the CC is subject to appeal by BBPOA members if requested in writing to the BBBOD within ten (10) days of ruling. The BBBOD has thirty (30) days to act on appeals. The BBBODs ruling on the appeal will be final.

SECRETARY

1. Record board meeting minutes and post on website
2. Post notices-documents-communications as needed on the website
3. Document preparation
4. Maintain Bylaws, Covenants & Restrictions Documents
5. Record necessary documents with County
6. Register new owner contact-email information
7. Prepare Annual Administration Budget
8. Prepare annual report
9. Manage Neighborhood Watch/Good Neighbor/Block Captains Committee
10. Manage Website/Database

WEBSITE/DATABASE MGMT

1. DATABASE MANAGEMENT-MAINTENANCE
2. POST RECORDS-COMMUNICATIONS AS DIRECTED BY SECRETARY
3. SUBMIT EXPENSES TO SECRETARY FOR PAYMENT
4. Keep current and provide residents with Bahia Bay Member Directory (electronic)

NEIGHBORHOOD WATCH-WELCOME PROGRAM (NWW)

Please refer to our website, www.bbpoa.com for more details about our Neighborhood Watch-Welcome Program (NWW); designed to keep our neighborhood safe from crime, coordinates with local sheriff office, organize the National Night Out Program on behalf of the neighborhood, welcome new homeowners and promote beneficial community relationships.

Block Captain (BC) is a volunteer homeowner who looks for and reports suspicious activity. If the activity requires immediate action, the BC will contact the appropriate authorities as trained. Each homeowner is also responsible for contacting appropriate authorities to handle any issues related to their personal property. If this information is shared, the NWW Chair, may e-mail out the incident and keep a data base to help facilitate communication with

the association and focus on issues we need to be vigilant about. BC will also communicate with assigned members/owners as directed to help improve the overall beneficial relationships of our community and represent the BBPOA as a welcome agent for new owners as directed. BC will report to NWW Chair. NWW Chair will staff train and communicate with BC and forward all reports to appropriate authorities and BBPOC Chairs.

BAHIA BAY GOOD NEIGHBOR GUIDELINES

Welcome to Bahia Bay. Our Covenants and By-Laws can be found at BBPOA.com. We live in the County, so call the Sheriff 361-729-2222 for any security concerns and 911 for emergencies. If you have issues concerning any problems in our community, call any BBPOA Board Member.

Bahia Bay is a beautiful and safe community with high property values and high general appearance standards. Please keep your structures and landscape maintained at the high standards established by the BBPOA. Be safe and keep your family and friends safe.

Please do not block the streets or mail boxes, do not park on private property. See Covenants for proper storage of trailers, campers and vehicles. Please properly manage your trash and trash containers. Keep outside lighting along the street from dusk to dawn as required. Do not discard duck carcasses or trash in the canal. No wake in the canal and be informed of the safety of swimming in the canals. Underwater lighting is private property and not for public use.

Thank you for being courteous and keeping Bahia Bay a wonderful community.

BLOCK CAPTAINS

Block Captains (BC) are designated by and trained/managed by **Neighborhood Watch-Welcome (NWW)** chair.

Homeowners have the primary responsibility to contact appropriate authorities (Sheriff) for suspicious or criminal issues and requested to share incidences with the **NWW** chair and their **BC**. If the **BC** is contacted by a homeowner regarding a criminal incident, the **BC** will request the homeowner contact the appropriate authorities and share the incident with **NWW** chair. The **NWW** chair may email alerts to the association any safety and security issues and keep a record of all reports. **BC** are member/owner volunteers and may volunteer until replaced. **BC** are listed in the Bahia Bay Directory and on the Bahia Bay website www.bbpoa.com. **BC** have assigned member contacts and assist in keeping our community free from crime and safe. **BC** assist to improve beneficial community relations and welcome new BBPOA owners/members. **BC** will communicate with assigned members to help improve overall beneficial relationships within our community. **BC** will contact new homeowners, present **Welcome Package** and record appropriate data as directed. If an owner is out of town and there is an emergency, the **BC** will attempt to contact owner concerning the emergency and share with appropriate BBPOC chairs. **BC** will look for unsafe issues, ways to improve security and share the issues with **NWW** chair. **BC** will report missing or damaged security signage. **BC** will assist assigned homeowners locate community watch cameras and help homeowners to become aware of and installations of their own cameras. **BC** will assist with the National Night Out Program as directed.

For your assigned BC: refer to the BBPOA Directory, www.bbpoa.com, BBPOA Chair or NWW Chair

TREASURER

1. Accounts Payable-Accounts Receivable
2. Manage Accountant-CPA
3. Post Monthly Financial Statement
4. Manage Checking-Saving Bank Accounts and Debit Cards
5. Insurance Maintenance-Management
6. Prepare Annual Financial Report/Budget
7. Prepare Annual Treasurer Budget
8. Taxes

CONTRACTOR/SERVICE SELECTION

1. Request for Proposal (RFP) by Directors-Committee Chairs
2. Interview respondents
3. Contractor Requirements include by not limited: Required licenses-certifications, appropriate Tax ID number, General Liability, Workman's Compensation,

CONTRACTOR REQUIREMENTS:

- a. BBPOA President Signature and Contractor Contract Signatures
- b. Contractor Contact-Appropriate Identification Information
- c. W-9, Proof of Insurance, General Liability with BBPOA additional insured, Workman's Compensation, Required Licenses and Certification

CONTRACT CLOSE OUT DOCUMENTS:

- a. Final Acceptance of Work/Release of Contractor Responsibility with Committee Chair, Director and Contractor Signatures.

PAY FOR PERFORMANCE:

- a. All request for payment draws based on approved performance/invoices signed and coded by Committee Chair, co-signed by Director and submitted to BBPOA Treasurer for payment.
- b. Final Payment request issued after all Contract Close Out Documents have been filed and recorded, coded by Committee Chair, co-signed by Director and submitted to BBPOA Treasurer for payment with statement of final payment received/signed by Contractor.