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INDIAN ROCKS POA POLICY AND PROCEDURE

ELECTION OF BOARD MEMBERS PROCESS 08-2013-01

Announcement of the Election

An election for open seat(s) on the Board of Directors will be announced in the August or September edition of the Indian Rocks newsletter and on the website.

These announcements will ask for resumes and applications from prospective candidates to be submitted to the Indian Rocks office by September 25th of that election year.

Election Process

The election process for Board of Directors will be supervised and conducted by a Judge and Tellers of Election (a committee of property owners appointed by the Board of Directors in accordance with Article VIII, Section 4 of the By-Laws).

Ballots will be mailed to eligible property owners on or before October 25th and must be returned by the Thursday prior to the scheduled November Board of Directors meeting.

The Tellers of Election will tally the votes on the Friday before the scheduled November Board of Directors meeting of that election year.

Office Procedure:

1. Print a computer-generated list of all property owners with the number of assessments (i.e., lots) for which they are billed.
2. Print a computer-generated list of all accounts receivable showing present balances as of October 1st. This will generate a "members in good standing" list. A representative of the Tellers of Election committee, along with a member of the Board of Directors who is not running for re-election will determine those eligible to receive ballots from this list.
3. Address labels are printed and placed on mailing envelopes of all deemed eligible to vote. Remaining address labels are left intact and saved.
4. All ballot cards are to be counted by the Tellers of Election committee representative(s) and the representative of the Board before being placed into mailing envelopes. Note: ballot cards mailed must equal number of valid votes as determined in #2 above.
5. Each voting mailing envelope will contain:
 - a. A letter with instructions on voting procedures.
 - b. Copies of resumes of the candidates.
 - c. One (1) return envelope with the following printed on the reverse side:

**INDIAN ROCKS POA
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*“This must be completed to have ballot counted
Indian Rocks Property Owners Assn., Inc.
VERIFICATION*

Name (Print) _____

Signature: _____

Lot Number or Indian Rocks Street Address: _____

PLEASE INSERT SEALED BALLOT ENVELOPE IN THIS ENVELOPE”

d. Ballot cards(s) and envelope(s). A ballot card and a sealable envelope will be sent for each assessment (i.e., if a property owner pays three (3) assessments, that envelope will contain three (3) ballots and three (3) sealable envelopes).

6. The ballot return envelopes will be pre-addressed to:

**Indian Rocks Property Owners Assn., Inc.
Attention: Tellers of Election
889 Ledgesdale Road
Lake Ariel, PA 18436**

Tellers of Election Procedure:

1. Each ballot return envelope will be checked against the master list, certifying that the correct numbers of sealed ballot envelopes were received. The Tellers of Election representative(s) along with the representative of the Board will conduct this phase of the process.
2. The entire Tellers of Election committee will meet on the Friday before the scheduled November meeting of the Board of Directors to choose the Judge (Chairperson) open the sealed ballots and tally the votes.
3. Counted ballots, return envelopes, both master lists, unused address labels, and unused ballot cards will be securely boxed and labeled and retained in the Association office for a period of one (1) year from the date of the election.
4. The Judge will present a sealed envelope containing the tally of votes counted and the election results at the November meeting of the Board of Directors. The Judge and the Tellers of Election may also give recommendations to the Board of Directors at this time.

If the Board of Directors is satisfied that the results are valid, the results will be certified. Should the Board feel that it couldn't certify the election at this meeting, it will take whatever steps appropriate and legitimate according to the Covenants, By-Laws and Resolutions of Indian Rocks.

INDIAN ROCKS POA POLICY AND PROCEDURE

NOTE: At any time that a vacancy occurs on the Board of Directors the seat will be filled by going to the last election and choosing the person with the next highest votes to fill that seat until the end of that Board members term. If there are no candidates from the last election, the Board will advertise the open seat for 30 days and appoint by majority vote of the Board of Directors at a regular Board meeting.

Adopted August 2, 2013

<p style="text-align: center;">INDIAN ROCKS POA POLICY AND PROCEDURE</p>

**Indian Rocks Clubs and Organizations
03-2014-01**

This is an agreement between the Indian Rocks POA of Ledgesdale, Inc. and any clubs or organizations who are using Indian Rocks POA property.

All Indian Rocks clubs or organizations must follow the following guidelines.

1. All fundraisers must be approved by the Community Manager/Board of Directors.
2. All information to be posted on the bulletin board and website must be approved by the Community Manager prior to posting.
3. An entrance sign request form must be completed and approved for all postings for the entrance sign.
4. All clubs or organizations must keep financial records and provide the community with accounting of their income expenditures as it relates to any fundraising events held on community property within 30 days from the date of the fundraiser.
5. Clubs and organizations may have social events for members and guests only with approval.

Indian Rocks POA of Ledgesdale, Inc., will list any organization or club that is approved to run a fund raiser as an additional insured on our general liability insurance policy.

Any club or organization that does not comply with this policy will be stopped from holding fundraisers on community property.



INDIAN ROCKS PROPERTY OWNERS ASSOCIATION, INC.
Of Ledgedale
889 Ledgedale Road, Lake Ariel, PA 18436
PHONE: 570-689-7582 FAX: 570-689-7616
www.Indianrocks.com e-mail: irpoa@Indianrocks.com

Indian Rocks Rental Policy
02-2018-01

Effective January 1, 2018 the Board of Directors put a restriction on the amount of properties that can be rented within the community. All property owners may only own two properties for the purpose of renting.

The Board finds that transient lodging adversely impacts the single family residential character of the community by increasing commercial and residential vehicle traffic, parking demand, noise, nuisance and generally effects the welfare of the residents of the community by increasing demand for community services including, but not limited to, public safety and community watch programs. Limiting transient lodging is necessary to maintain the single family residential character of the community and to provide a sense of safety and security in an otherwise stable community of owner occupied residences.

Short Term Rentals

Property owners, who rent their house(s) out for short term rentals as defined below, are required to pay a non-refundable rental fee of \$500.00 per year. The \$500.00 rental fee must be paid by January 31st of the current year or prior to advertising or first rental. The Indian Rocks Short Term Rental Policy / Agreement forms must be submitted for each rental. The owners are required to make the tenant aware and provide them with copies of all the rules and regulations of Indian Rocks. Guest passes for all renter vehicles must be obtained through the office after proper vehicle information is provided. You may not use your homeowner vehicle tags for your renters or your guests.

If the property owner is currently leasing a boat slip from Indian Rocks, their renters may use the slip for a fee of \$10.00 per day, payable to Indian Rocks P.O.A. The renters must provide the Indian Rocks office with their current boat registration and insurance and submit the daily rental fee before their boat is permitted in the slip.

Long Term Rentals

Property owners who rent their house(s) out for long term rentals as defined below are required to pay a non-refundable rental application fee of \$500.00 per rental. The completed Renters Policy & Agreement form, along with the \$500.00 application fee must be submitted prior to the start of the rental period. The owners are required to make the tenant aware and provide them with copies of all the rules and regulations of Indian Rocks.

1. **Violations/Fines** - a fine of \$500.00 (first offense), a fine of \$1,000.00 (second offense) will be attached to the property owners' account for failure to submit all required information as per this policy. If there is a third offense the rental privilege will be revoked in the following calendar year.
2. **Lease Rental** is defined as the occupancy of a home in Indian Rocks by a person or persons other than the registered property owner(s) and their immediate family.
3. **Short Term Lease** is defined as less than a month. A lease agreement is not required; however, a short term rental policy/agreement form must be completed in full and submitted to the office prior to the rental period. (The property owner is the responsible person).
4. **Long Term Lease** is defined as over a month. The tenant may not assign or sublet the lease without the consent of the landlord, which shall not be unreasonably withheld, and without full compliance with said rules and regulations through the association.

Anyone renting their property must provide the renters with car stickers and/or guest passes which are required to be displayed on all vehicles. The property owner must complete the required paperwork for the association before rental term begins. All trash is to be removed by the renter or is to be secured in a proper trash container and then must be removed by the property owner.

INDIAN ROCKS POA

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CANDIDATE REQUIREMENTS

February 4, 2020

02-2020-01

1. Any candidate must be a member in good standing with the Association and has not received more than three violations that are upheld by the Association within three years prior to the September 25th date when candidate resumes and applications are due each year. Any candidate that receives a civil violation, which rises to the level of a criminal offense, if upheld by the Association cannot run for the Board of Directors for five years from the date of the violation being issued.
2. Only resumes submitted by candidates themselves and distributed to members through Indian Rocks POA are permitted.
3. The resumes should include but are not limited to the following
 - a. The reason you would like to serve on the Board.
 - b. Expertise that you can bring to the Board and the community that would be beneficial.
4. All candidate applications and resumes must be reviewed by an outside agency to validate information, i.e. background check, criminal check, reference and employment checks before being placed on the ballot. If any false statements are discovered, the Board will review the findings and the candidate will not be placed on the ballot.
5. No campaign signs or mailings are permitted.
6. No solicitation or campaigning of any kind is permitted. Campaigning shall be defined as follows:
 - a. Door to door.
 - b. Any and all written or oral communications initiated by the candidate or their agent.
 - c. Any communication initiated using the internet on a website set up by the candidate or his agent or communication considered to be campaigning on any website.
7. Any member wishing to contact a candidate may do so by calling or emailing the candidate if the contact information is provided on their resume.
8. If the above guidelines are not followed, disciplinary actions will occur. Disciplinary actions may include but are not limited to the cancellation of any and all votes cast for that candidate.
9. Any community member that distributes literature regarding the candidate's campaign will be fined.



Indian Rocks Property Owners Association of Ledgedale, Inc.

889 Ledgedale Road, Lake Ariel, PA 18436

Phone: 570-689-7582

Fax: 570-689-7616

Board of Directors Candidate Application

NOTE TO APPLICANTS: In order to be considered for a seat on the Board of Directors, the candidate must meet all candidate requirements and own property in Indian Rocks for a minimum of two (2) years.

Please type or print clearly in ink. Do not leave any areas blank. If questions do not apply, indicate "n/a" or draw a slash through the section.

NAME: _____
(Last) (First) (M.I.)

ASSOCIATION INTEREST:

HAVE YOU ATTENDED A MEETING OF THIS COMMUNITY BOARD IN THE PAST YEAR? YES NO

ARE YOU CURRENTLY SERVING (or have you previously served) as A MEMBER OF A COMMITTEE OF THIS COMMUNITY BOARD? YES NO

If so, please list committee(s) _____

HAVE YOU EVER SERVED ON ANY BOARD, COMMISSION OR COMMITTEE? YES NO

If yes, complete the information requested below. Please note if you were a public member of a board committee.

Dates Served	Position Held	Organization
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE NOTE: AS A BOARD MEMBER, YOU WILL BE EXPECTED TO SERVE ON ONE (1) OR MORE COMMITTEES.

INFORMATION AS DENOTED BY (**) BELOW WILL NOT BE MADE PUBLIC

CONTACT INFORMATION

Full NAME _____

**HOME ADDRESS (INCLUDE INDIAN ROCKS LOT NUMBER) _____

CITY _____ STATE _____ ZIP _____

****PHONE NUMBERS**

HOME (____) _____ MOBILE (____) _____

WORK (____) _____ FAX (____) _____

**EMAIL ADDRESS _____

EMPLOYMENT INFORMATION

**EMPLOYER _____

**YOUR TITLE/POSITION _____

**EMPLOYER ADDRESS _____ CITY _____ ST _____ ZIP _____

**TELEPHONE (____) _____ **YEARS WITH EMPLOYER _____

COMMUNITY/CIVIC INTERESTS

COMMUNITY ACTIVITIES (List all civic and community organizations, neighborhood associations and/or any other groups)

ORGANIZATION	DATES	TITLES	ADDRESS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PLEASE STATE WHY YOU BELIEVE YOU WOULD BE AN EFFECTIVE COMMUNITY BOARD MEMBER AND PROVIDE ANY ADDITIONAL INFORMATION YOU BELIEVE WOULD BE USEFUL IN CONSIDERING YOUR APPLICATION/RESUME. (Include relevant skills, interests and resume.)

REFERENCES

**NAME _____ ADDRESS _____

TELEPHONE (____) _____ AFFILIATION/RELATIONSHIP _____

**NAME _____ ADDRESS _____

TELEPHONE (____) _____ AFFILIATION/RELATIONSHIP _____

**NAME _____ ADDRESS _____

TELEPHONE (____) _____ AFFILIATION/RELATIONSHIP _____

IDENTIFICATION AND STATEMENT

**I (check one) HAVE NEVER HAVE been convicted of a misdemeanor or felony. (If you have, describe and explain on a separate sheet of paper and attach it to this application.)

I affirm that I am a property owner in good standing, and that I have owned property in Indian Rocks for more than 2 years.

I HEREBY AFFIRM THAT ALL THE ABOVE INFORMATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT BY SIGNING BELOW I AM AUTHORIZING ANY CRIMINAL, BACKGROUND AND REQUIRED CHECKS TO BE CONDUCTED.

SIGNATURE _____

DATE _____

OFFICE USE ONLY:

DATE RECEIVED: ___/___/___

<p style="text-align: center;">INDIAN ROCKS POA POLICIES AND PROCEDURES</p>
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DEED BACK POLICY

February 19, 2020

02-2020-02

The Board of Directors will consider taking back a lot from a property owner only with a written request to the Board of Directors. The request must state the reason you would like the Association to take ownership of your lot. The lot must be free and clear of all liens and judgments to be considered.

The Board will only consider taking back a lot if the lot can be used as a community amenity, for drainage purposes or any other way the Board deems that the lot would be useful and benefit all members of the community.