Table of Contents

Policy for Internal Review

This policy is to review generally accepted bookkeeping practices of the HOA to provide reasonable assurance that the financial statements presented to the Board are stated accurately.

Procedures for Internal Review

By-Laws require examination for each fiscal year. The annual reviews should be completed within a month of the close of each fiscal year with reports submitted to the HOA Board for review by or before April 15th.

1. Items to be provided to the Financial Review Committee for review:
    a. General Ledger
    b. Bank Statements
    c. Checkbook
    d. Receipts
    e. Prior audit reports to HOA Board
    f. Financial statements for each month (and total year at year-end)
2. General Ledger; primary record book for the displaying the financial transactions and the primary source of data for the financial statements.
3. Check Bank Statements for timely recording of funds received and deposited
    a. Any checks outstanding over 60 days
    b. Regular and timely bank reconciliations
    c. Debit Card and Check transactions (i.e. check all purchases over a set arbitrary amount to be determined by the review committee). Highlight and record all purchases of merchandise for resale. Any expenditure of $1500 or more should be traced back to HOA Board meeting minutes for "membership approval vote".
    d. Match deposits to deposit slips and general ledger
4. Check receipts for all purchase Receipts (over a set arbitrary amount to be determined by the review committee) to the General Ledger with emphasis on debit card purchases.
5. Prior Audit Report To HOA Board
    a. To determine status of deficiencies from prior reviews, if any, to verify if remedied, pending or rejected.

Revisit remedied areas of prior problems reported corrected for compliance

Policy for Reimbursement

Reimbursement will be made to anyone purchasing authorized supplies for the HOA. The person seeking reimbursement must fill out the proper form and present it to the Treasurer. All reimbursements will be paid with a HOA check from the checking account.

Policy for Reimbursement

1. All reimbursement payments will be issued via a paper check from the HOA Checking Account.

2. The proper reimbursement form needs to be completed and submitted to the HOA Treasurer.

3. The original receipt from any purchase must be attached to the reimbursement form.

4. The HOA Treasurer will issue the paper check within 3 days of receiving the proper information.

REIMBURSEMENT FORM

NAME: _____

PURCHASED FROM: _____

DATE OF PURCHASE: _____

NAME OF FUNCTION: _____

SUPPLIES PURCHASED:

_____

_____

_____

_____

_____

_____

AMOUNT REQUESTED: _____

PLEASE ATTACH COPY OF RECEIPT

Policy for Advance Payment for a HOA Function

The person in charge of putting on a HOA function may request monies in advance for the purchase of supplies for the function. The supplies will be for any non-food item such as decorations or function related items theme items. (Paper Plates, Napkins, etc.)

Policy for Advance Payment

1. The person in charge of a HOA Event or Function may request in writing an advanced payment up to $150.

2. After the event items are purchased the receipt of the purchase along with any left over money will be returned to the Treasurer with the proper form.

3. Any request for advance payment will be for any non-food item only.

Policy for Petty Cash

There will be a Petty Cash fund that is controlled by the HOA Vice President. This fund will be used to reimburse expenditures for HOA expenses of up to $20.

Policy for Petty Cash

1. Anyone requesting a reimbursement of up to $20 will receive the money from Petty Cash.

2. A request form must be completed to receive any reimbursement.

3. The person requesting money from Petty Cash must have an *original* receipt for what was purchased attached to the Petty Cash Form.

4. The HOA Vice President will be responsible for the Petty Cash Fund.

5. A maximum of $100 and a minimum of $50 will be maintained in the fund.

6. Funds to replace the Petty Cash will come from the HOA Checking Account.

Policy for HOA Debit Card Use

The use of Debit Cards will be limited to the four officers on the Board (President, Vice President, Secretary and Treasurer). The following procedure will be in used when purchasing items for the HOA.

Procedure for Debit Card Use

1. All purchases with a debit card will be limited to a maximum of $600 unless the HOA Board approves by a vote a higher amount.

2. There are to be no purchases with a debit card that exceeds $1500 without the approval of the HOA Membership.

3. When a purchase is made with a HOA Debit Card the proper Debit Card Form will need to be completed and delivered to the Treasurer within 10 days after the purchase.

4. The HOA Board will vote to approve the newsletter expenditures at the January Board Meeting.

5. The treasurer is the owner and holder of the debit card.

Policy for Activities and Entertainment

This policy will define the difference between activities and entertainment and define the responsibilities for each. There needs to be communication between both the Activities Committee and the Entertainment Committee.

Procedures for Sundance Activities

1. All Activities will be coordinated by the Activities Committee and pre-approved by the HOA Board.

2. Activities will be any event scheduled for the entire Park that is not an entertainment act and will include but not limited to:
    a. Dinners
    b. Lunches
    c. Breakfast
    d. Picnics
    e. Special Events

3. These events will be open to all residents of the Park

4. Each event needs to have a person in charge of the activity and will be responsible for the set-up and clean-up before and after the event.

Procedures for Sundance Entertainment

1. All Entertainment scheduled by Sundance Clubs (Drama, etc.) will be the responsibility of the appropriate Club.

2. All other Entertainment will be planned by the Entertainment Committee and approved by the HOA Board.

3. Entertainment events will be defined as any event, either acts from outside the park or any talent that is resident in the park. These events will include but not limited to:
    a. Dances
    b. Entertainers
        i. Singers
        ii. Comedians
        iii. Shows
    c. Karaoke
    d. D J Music

4. These events will be open to all residents of the Park.

5. Each event needs to have a person in charge of the entertainment and will be responsible for the set-up and clean-up before and after the event.

Policy for HOA Events and Non-HOA Events

This policy is to define and clarify the difference between a HOA Event and a Non-HOA Event.

Procedure for HOA Events and Non-HOA Events

HOA Events

1. Are events that are open to the entire park (i.e. New Year's Eve Party).
2. Any HOA sponsored Meal and/or Entertainment.
3. The HOA will provide supplies for all HOA Events.
4. Any group function (Drama Club, Movie Night etc.) is considered a HOA Event.

Special Note: All Sun Communities sponsored events are open to all Sundance residents.

Non – HOA Events

1. Any event that is not open to the entire park (i.e. Block Party).
2. The group having the event will be responsible for all supplies.
3. The group having the event will need to contact the Park Management for the use of clubhouse. Follow the Clubhouse Use Policy.
4. The group having the event will be responsible for all setup and clean up for the event.

Policy for HOA Entertainment Guests

This Policy will be for Guests attending an Entertainment Event. All guests while at Sundance will follow the Parks' Rules and Regulations.

Procedure

1. The following is a definition of a Sundance Resident's Guest: A Guest is a person who is staying with you in your home, or a person whom you have invited and will be accompanied by a Sundance Resident to an Entertainment Event.

2. Guests of a Sundance Resident are welcome to attend an Entertainment Event.

3. The Guests must be accompanied by their host's while attending the Event.

4. *If the HOA event is FREE the entertainment committee will determine if there will be a cost for guests of the event.*

5. There is no limit as to the number of Guests that a Sundance Resident may bring to an entertainment event. (There may be an exception for New Year's Eve)

6. There will be one cost per ticket with a discount for HOA Members.

7. The cost for tickets will be determined by the Entertainment Team based on the entertainment booked.

8. Uninvited Guests will not be permitted to an Entertainment Event.

9. The entertainer performing at an event may bring guests; those guests will need to purchase tickets.

Policy for Booking Entertainment

This policy will be used as a guide for booking entertainment for the park. It is understood that there may be special occasions that will occur that may make it necessary to deviate from this policy. The booking of any entertainment will be done by a committee. The booking of any acts often occur a year in advance and sometimes longer.

Procedure for Booking Entertainment

1. A committee (of 3-5 members) should be formed for the booking of all outside entertainment.
    a. The committee will have at least one HOA Board Member
    b. They will take recommendations from the residents
    c. They will consider different types of entertainment (dance, show, comedy, etc.)
    d. The entertainment will be decided by a consensus of the committee

2. The cost for all events will be based on the cost to hire the entertainment.

3. The committee may consider using a booking agent that will give pricing per head of attendance.

4. Different nights during the week should be considered for the booking of events.

5. The number of events per year will be decided by the HOA Board, this is to avoid having too many events per month.

6. Any entertainment by Park residents will be considered but will not be guaranteed a booking.

7. When booking entertainment the current calendar needs to be reviewed to avoid conflict with any previous booked HOA Event or any Private Event.

Policy for Entertainment Tickets

This policy will be effective for ticket sales to HOA Entertainment. The following procedure will be used for all ticket sales for any HOA event. The sales of tickets for any club event (Drama Club, Etc.) will be handled by the responsible group and will not fall under this policy.

Procedures for Entertainment Tickets Sales

1. Tickets for entertainment events will be available for sale on Wednesdays and Fridays from 9 AM to 11 AM in the clubhouse library.

2. Ticket sales for entertainments will not have a cutoff date, and there will be tickets sold at the door.

3. Cost of entertainment tickets will depend on the event. Tickets will be discounted for HOA Members.

Policy for Meal Tickets

This policy will be effective for ticket sales to HOA meals. The following procedure will be used for all ticket sales for any meal. There will be meals that do not require the sale of tickets and this policy will not apply to those meals.

Procedures for Meal Tickets Sales

1. Tickets for meals will be available for sale on Wednesdays and Fridays, from 9 AM to 11 AM in the clubhouse library.

2. Ticket sales for meal will have a cutoff date of 5 days prior to the meal to allow for the purchase of the food and to get a count on the number of meals needed.

3. There will be no tickets sold at the door.

4. Cost of meal tickets will depend on the event. Tickets will be discounted $1.00 for HOA Members.

Approved September 19, 2023

Policy for Sundance Activity Guests

This Policy will be for Guests attending a Sundance Activity Event. All guests while at Sundance will follow the Parks' Rules and Regulations.

Procedure

1. The following is a definition of a Sundance Resident's Guest: A Guest is a person who is staying with you in your home, or a person whom you have invited and will be accompanied by a Sundance Resident to an Entertainment Event.

2. Sundance Only Sponsored Events will be limited to residents of Sundance only; guests of a Sundance Resident are welcome to attend other Activity Events.

3. The Guests must be accompanied by their host's while attending the Event.

4. There is no limit as to the number of Guests that a Sundance Resident may bring to an activity event. (There may be an exception for Thanksgiving Dinner)

5. There will be one cost for guests and a lower cost for Sundance Residents.

6. The cost for tickets will be determined by the Activity Team based on the event.

7. Uninvited Guests will not be permitted to any Activity Event.

Policy for Borrowing Items from the HOA

This policy will be used when a resident of Sundance would like to borrow any item from the HOA. The one exception to this policy will be the use of tables for the Park Yard Sale.

Procedure for Borrowing Items from the HOA

1. Any resident wishing to borrow items from the HOA will need to contact a HOA Board Member.

2. The Board Member needs to check to make sure that the items that are being requested to be borrowed are not in use on the same date for any other activity.

3. The Board Member and the resident will schedule a time to meet at the Clubhouse to fill out the proper Form (Borrowing Items from the Sundance HOA) when the items will be picked up.

4. The transport of the items will be up to the resident.

5. A mutual time will be agreed upon to return the items and the Form will be completed.

6. The completed Form will be returned to the HOA Secretary

Borrowing Items from the Sundance HOA

I _____ would like to borrow the following items:
Resident's Name

Item _____ Number _____

Item _____ Number _____

Item _____ Number _____

Item _____ Number _____

Date Picked Up _____

_____ _____
Signature HOA Board Member Initials

Date Returned _____

_____ _____
Signature HOA Board Member Initials

Policy – Sundance Newsletter

It is a policy of the Sundance H.O.A. that a monthly newsletter be prepared, printed and distributed to the residents of the community.

Procedure for the Preparation, Printing and Distribution of the newsletter

- Any and all articles placed in the newsletter are for the pleasure and enjoyment of the residents. No article shall be of political nature, derogatory to any individual or inflammatory to the owners/managers.
- The layout and general content of the newsletter is at the discretion of the Editor.
- Prior to publication, the newsletter will be submitted to the H.O.A. Officers and Directors for review.
- Included in the monthly newsletter will be a message from the president, birthday and anniversary listings, sympathy, get well wishes, thank you notes and want-ads. All clubs, organizations, events and individuals may submit articles for inclusion prior to the monthly deadline.
- All items submitted for placement will be reviewed for content as mentioned above and will be subject to correction of spelling and grammatical errors.
- Want-ads for H.O.A. members will be free of charge for a period of (3) months after which the standard fee will be charged.
- Once the newsletter has been approved by the H.O.A. Officers and Directors, the information will be sent to an outside vendor for printing.
- Advertisers pertinent to the community are to be secured for the purpose of absorbing the cost of printing the newsletter. Payment will be obtained in advance prior to the placement of their advertisement.
- Any resident of Sundance may place a "Business Card" size advertisement in the newsletter for a period of (3) months in a 12 month period, at no cost, then continue for a (12) month period at ½ half the standard advertising rate. This advertisement must be about a service or product provided by the Sundance resident.
- All monies collected for newsletter advertisements, will be turned over to the Treasurer for deposit.
- If an electronic copy of the newsletter is requested, a current email address must be provided to the editor.

Pricing for Advertisement in the Sundance Newsletter

- Refer to price list as set by the HOA and the newsletter editor.

Pricing for inclusion of a "Want-Ad" in the newsletter

- First 3 months are free to a H.O.A. Member.

- Refer to price list as set by the HOA.

Delivery of the Newsletter by Volunteer Residents

- The resident "Newsletter Delivery Coordinator", prior to the printing of the newsletter, provides the newsletter editor with the number of newsletters needed for delivery. The individual street carriers determine the number of newsletters necessary for their assigned streets and reports to the Coordinator.
- The resident "Newsletter Delivery Coordinator" receives the newsletters after being printed.
- Ample newsletters are provided to each volunteer so that EVERY occupied home receives a hard copy that wants one.
- If a resident prefers to NOT receive a hard copy, they will need to notify the coordinator and it will can be emailed.
- One newsletter per household will be provided.
- The Newsletter Delivery Coordinator distributes the newsletters to the volunteers for delivery on their assigned streets.

- All remaining newsletters are to be returned to the Editor.
- Distribution of the newsletter will be carried out by "volunteer" delivery persons. All residents are eligible for a newsletter

Policy for PCI Directory

This policy is used to develop the information need to be submitted for the PCI Directory

Procedure

1. Develop an Excel Spreadsheet to be sent for the PCI Directory.
2. The spreadsheet should include:
    a. First Name
    b. Last Name
    c. Address
    d. Street
    e. Telephone Number
    f. Lot Number
3. The spreadsheet needs to be edited to eliminate residents that are no longer at Sundance.
4. The spreadsheet needs to be edited to include the new residents that have moved in at Sundance.
5. Submit the current spreadsheet by the determined date for printed update.

Policy for the HOA Website

This policy is for the maintenance of the HOA Website (http://www.zephyrhillssundancehoa.org/)

Procedures for the HOA Website

1. Only the Webmaster and the Administrator can make changes, etc. No one else is authorized to make the changes to the Website. Any changes, additions, etc., need to be communicated to the Webmaster (currently Charlie Hall) and the Administrator (currently the Board Secretary Tanya Larkin) (the Board President is a backup Administrator) Via Email only.
2. Changes should be made on or about the first of each month to keep the website current.
3. Any documents that you use as links should be in a PDF file format.
4. Information on the administration of the website will be maintained in an Administration Manual. That manual will show administrators how to access their account to make administration changes.
5. Anytime there is an Administration change the HOA President should be notified.
6. Items that need to be changed on a monthly basis.
    a. HOA Board Meeting Minutes
    b. Monthly Events
    c. Newsletter
    d. Monthly Calendar
7. As changes are made to the HOA Board of Directors and Officers the changes need to be made on the website.
8. As changes are made to HOA committees and chairperson these changes need to be made to the website.

9. The Bulletin Board on the website needs to up-dated as directed by the HOA Board.
10. Any changes to the HOA By-Laws need to be posted to the website.
11. Please refer to the Website Manual to learn how to make needed changes to the site.

Policy for Past President's Board

This Policy will be used for updating the Past President's Board

Procedure

1. When a President of the HOA term is over and he/she is not appointed to that position again their name will be added to the Past President's Board.

2. The plaque will be ordered from Sign Man at signman@signman.net

The plaque will be added to the board when received.

Policy for the Veterans Board

This Policy will be used to keep our Veterans Board current.

Procedure for the Veterans Board

1. A representative from the Welcome Committee will gather needed information concerning the new Residents service in the military.

2. The information needed will be:
    a. Name
    b. Branch of Service
    c. Years Served

3. The information will be passed on to the Veterans Board Chairperson.

4. The Veterans Board Chairperson will send the information via Email to signman@signman.net; our current vendor for making the plaques. The information should be sent in a timely manner of receipt.

5. The information will be added to the Veterans Board list.

6. When the plaque is installed on the board the location number of the plaque will be added to the Veterans Board Chart. A copy the chart will be given to HOA Secretary.

7. Plaques on the main Veterans Board will only be removed when space is needed based on:
    a. The veteran has moved from the park
    b. The veteran has passed away and has no relative living in the Park.

8. When plaques are removed from the Main Veterans Board they will be moved to the Veterans Gone but Not Forgotten Board.

Approved September 19, 2023

Policy for the Marquee Sign

This Policy is for the marquee sign that is located at the mailbox area. The list of events will need to be changed at the beginning of each month.

Procedure for the Marquee Sign

1. Only the Webmaster and the Administrator can make changes, etc. No one else is authorized to make the changes to the Marquee. Any changes, additions, etc., need to be communicated to the Webmaster (currently Charlie Hall) and the Administrator (currently the Board Secretary Tanya Larkin) (the Board President is a backup Administrator) Via Email only.

2. Changes to the marquee will need to be up-dated each month. The past months information will be removed and the current month's information added.

3. A remote control is used to make all changes.

4. You can access the information by pressing the MENU button on the remote. From the MENU you can.
    a. Add
    b. Delete
    c. Modify

And make other changes

Bulletin Board Procedure

1. The use of the Bulletin Board is for the residents of Sundance and different Park Activities. Also the Park Management will use the Bulletin Board for informational purposes.

2. Please note that each bulletin board has a classification and all postings should be an item that is related to each classification.

3. All notices that are posted must have a date that they are posted.

4. Items will be allowed to remain on the bulletin board for 30 days, with the exception of notices for entertainment or meals that are posted in advance.

5. Notices or items will be removed after 30 days.

6. HOA postings that are required under the By-Laws will remain in place for the length of time that is required according to the By-Laws. The information that the HOA posts are to only be in the Bulletin Board marked HOA.

7. Do not post any notice over top of item that is already posted on the board. If you need to make room for your posting please rearrange the postings so that they are all visible.

8. If you do not have room to post a notice please notify the Bulletin Board Chairperson.

Policy – Sunshine Club

It is a policy of the Sundance H.O.A. that when appropriate, a greeting card of get well wishes, sympathy, thinking of you or other appropriate card will be sent to the residents of Sundance.

Procedure for Greeting Cards

1. Once notified of an illness of a resident of Sundance, a get well card is sent to the Sundance address on file. All residents are encouraged to notify the Chairperson of any illnesses.
2. Once notified that a resident of Sundance has passed away, a sympathy card will be sent to the spouse, or family at the Sundance address on file. All residents are encouraged to notify the Chairperson of the death of a resident.

Crime Watch Team Policy

The Crime Watch Team is made up of all volunteers; their purpose is to keep a watchful eye on the happenings in the Sundance Community. They look for any unusual situations in the community and report anything suspicious to Law Enforcement. They will not interact with or confront anyone that they believe may be doing something suspicious in the Park.

Procedures for the Crime Watch Team

1. Chairperson of the Crime Watch Team works with new members and will go around the park when they first start. He/she will point out the emergency phone located by the swimming pool and also the location of the well on the property.

2. Members are to carry their cell phones to be able to call local law enforcement.

3. The team is instructed to call the sheriff's department if they observe anything that would be considered suspicious or out of the ordinary.

4. The direct phone number to the Dade City Sheriff's Office (the closest Sheriff's Office to Sundance) is posted on the steering wheel of the security cart.

5. The team members will not carry any weapons and are instructed to avoid any confrontation during their rounds.

6. The members look for anything that is suspicious such as open doors; they are not to enter any home and are to call law enforcement.

7. When making rounds the doors to the clubhouse will be checked to make sure they are Close.

8. When possible there will be two members to perform their rounds, driving in the security cart in the park and around the perimeter of the

property.

9. When making Security Rounds the members will not use any home owner's lots as a short cut. Members will only drive on lots as needed to patrol the perimeter of the park.

10. The Crime Watch Team will assist other groups with traffic control during any outside events.

11. A shift log will be filled out after each tour of the park. The log should include the following:
    a. Date and Time of Shift
    b. A simple report of anything that is suspicious with the time and suspicious activity.
    c. If Law Enforcement is contact; who was contacted along with the why they were contacted and the time they were contacted.
    d. If there is nothing to report a simple entry of "OK" should be entered.
12. A Crime Watch member will be monitoring the pool activity and lower all umbrella's at Dusk