

North Harbour
Property Owners'
Association, Inc.

Policy & Procedures
Manual

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NOTES

This policy and procedure manual was initiated in the year 1989, and updated in 1995 by the board of directors of the North Harbour Property Owners' Association, Inc. It is to be used for guidance and reference by the directors of the Association.

This document is supplemental to and not superior to the governing documents of the Association, these being:

- the Declaration of Restrictions, North Harbour Development Project;
- the Declaration of Covenants and Restrictions;
- the Articles of Incorporation;
- the Code of By-Laws.

Policies may be established or changed at any time by the board of directors. The secretary of the Association will update and revise this document as necessitated by such actions of the board.

This document is on computer diskette under the filename: POLICY.SAM, created by the program, Ami Pro. Cindy Rowe, 923 Queensbury Drive, has the original file.

Approved 3/95

MISSION STATEMENT

The mission of the North Harbour Property Owners' Association is to protect, preserve, and enhance the value of property owned by its members both individually and collectively.

Approved 1989

PRESIDENT

Refer to section 5.05 and 6.02 of NHPOAI Code of By-Laws.

The president of the homeowners association is vested with all the powers generally given to the chief executive officer of a corporation. While specific bylaw provisions may vary the president's duties, it is generally presumed that he or she will preside at all meetings of the board and the membership. The president will execute contracts, orders and other documents in the name of the association as its agent. When signing documents, the president should indicate the capacity in which he or she is signing to avoid any personal liability since the president's signature, under most circumstances, will bind the association under a doctrine of inherent powers.

The president also assumes general charge of the day-to-day administration of the association and has the authority to authorize specific actions in furtherance of the board's policies. As chief executive officer, the president serves as spokesman for the board of directors in most matters relating to general association business. Like all officers of the association, the president has an affirmative duty to carry out the responsibilities of the office in the best interests of the association. The president serves at the will of the board of directors and can be removed with or without cause at any time by majority vote of the full board.

The president cannot, without specific board approval, borrow funds in the name of the homeowners association or otherwise act beyond the scope of the authority established by the community's governing documents and board of directors. The president does have the inherent authority to appoint committees to advise him and to advise the board. The president also has the authority to appoint certain officers to assist with the duties of the office such as vote tellers, inspectors of elections, sergeants at arms, and a temporary secretary or recorder unless the bylaws otherwise make some provision for selection of these positions.

Approved

VICE-PRESIDENT

The vice president of the homeowners association is vested with all the powers which are required to perform the duties of the association president in the absence of the president. The vice president does not automatically possess inherent powers to act in the capacity of chief executive, and may act for the president only when the president is actually absent or otherwise unable to act. The vice president may assume such additional duties as are defined by the board of directors.

In many communities, the vice president will be assigned specific areas of responsibility which may include the grounds and buildings, the recreational properties, or other association activities. The vice president may also be designated to serve as the executive director or the employee-manager for the homeowners association. Each of these duties must be specifically conveyed by the board of directors upon the vice president, and the scope of this authority and responsibility should be defined in writing and placed in the minutes or in the bylaws of the association.

Approved 11/6/95

TREASURER

The treasurer is the custodian of the funds, securities and financial records of the association. He is ultimately responsible for insuring that the financial records of the association are maintained properly in accordance with sound accounting practices.

Duties:

1. Ensure that the financial records are properly kept.
2. Ensure that appropriate financial reports are prepared and maintained.
3. Coordinate the development of the proposed annual budget.
4. Prepare and present the annual financial report on the financial status of the association.
5. Pay property taxes.
6. Coordinate the annual dues statement mailing, and follow through with necessary collection activities.
7. Coordinate the preparation of the association's tax returns with the association's accountant.

Calendar of Important Dates

- | | |
|------------|-----------------------------------------------------------------------------------------------------------|
| January | At board meeting, present preceding year's financial statements and revised budget proposal for new year. |
| January 15 | Send preceding years financial information to association's CPA. |
| January 31 | Bureau of Labor Statistics Consumer Price Index available for preceding year. |
| February | At board meeting, confirm dues rate and approve budget. |
| March 15 | Federal income tax due for preceding year. |
| March 20 | Mail annual dues assessment notices to membership. |
| May 1 | Due date for member dues assessment. |
| May 10 | Property tax due (spring installment). |
| June 1 | Unpaid member dues become delinquent. |
| June 10 | Mail delinquent notices to members who have not paid. |

NHPOAI
Policy & Procedures Manual

- July 10 Mail certified notices to members who have not paid stating association intent to initiate legal collection procedures.
- August 10 Mail certified notices to members who have not paid that collection procedures including filing lien against their property, costs, etc. have been turned over to the association attorney.
- Sept./Oct. At board meeting, solicit input from directors and committee chairpersons regarding the next year's budget. [Consider holding a separate meeting to develop new budget. Dues assessment for the new year should be considered as part of the budget development process].
- November At board meeting, present estimated year end financial statement and proposed new budget.
- November 10 Property tax due (fall installment).
- November 15 Indiana Annual Report of Nonprofit Corporation (Form 2423) due.

Approved 11/6/95

SECRETARY

The secretary of the homeowners' association is responsible for keeping and maintaining a record of all meetings of the board of directors and of the membership. The secretary may appoint a recorder or assistant secretary to assist with minute taking, typing, or other duties. He is also the custodian of the official records of the corporation, with the exception of financial records, which are maintained by the treasurer. As the custodian of the corporate records, the secretary is responsible for ensuring access to those records by members of the corporation and their authorized representatives.

Duties:

Monthly

1. The secretary shall take minutes at each meeting of the board or of the membership and type them in a suitable format.
2. He shall provide a copy of the minutes to each director in a timely manner.
3. He shall provide a summary of the meeting to the editor of the corporate newsletter by the established deadline.

On-Going

1. The secretary shall keep or cause to be kept by an assistant or other designee a complete and accurate list of the names and addresses of all members of the corporation.
2. He shall attend to the giving of all notices in accordance with the Code of By-Laws as required by law.
3. He shall perform all duties incident of the office of Secretary and such other duties as, from time to time, may be assigned to him by the board of directors or the president. (This would include any corporate correspondence.)
4. He shall be the custodian of the corporate seal. Under most circumstances, the signature of the president will bind the corporation. The secretary verifies the president's authority by attesting to the president's signature with his own signature, the date of execution and by applying the corporate seal to the appropriate document.

Annually

1. He shall file the annual government reports to maintain the active status of the homeowner's association. (This is currently on the treasurer's to do list.)
2. He shall notify all members of the corporation's annual meeting, which is held on the second Tuesday of November, in accordance with the By-Laws.
3. He shall assist the president and the nominating and election committees, as requested, in preparing documents for the annual meeting.
4. He shall provide the newly elected secretary with all records and other corporate property under his custody.
5. He shall explain the duties of the office to the newly elected secretary, and will not relinquish his duties until his successor has been chosen and qualified.
6. He shall assist in the preparation of the annual membership survey that is typically mailed with the dues notices in early March.

Approved

DIRECTOR OF ARCHITECTURAL CONTROL

The purpose of the architecture committee is to preserve and enhance the beauty and esthetics of the area and to protect the property values and interests of the homeowners.

Authority: Several different agencies have authority to grant or deny building proposals:

The Indianapolis Water Company has exclusive jurisdiction over all structures involving the reservoir, the shoreline, and easement areas of lake tributaries. This includes dredging, seawalls, boat houses, docks and beaches. The Water Company may require additional approval from Shorewood. Shorewood has an exclusive right to boat dock rentals they have conveyed exclusively to the Marina Corporation.

The City of Noblesville has jurisdiction over building permits including houses, garages, pools, and most structures over 18 inches. Any structure must meet existing building codes. If utility easements are involved, permission or variance must be obtained from the utility before the city will issue a permit. The city inspects structures for which it has issued permits.

The Shorewood Corporation has deeded (recorded in the approved plats in the city recorder's office) authority for approving houses, fences, outbuildings, etc. for building projects within the subdivision. Generally (98% of the time) the City will not issue a permit unless the project plans have the stamp of Shorewood Corporation approval. The building committee of Shorewood meets Mondays at Geist and Thursdays at North Harbour. Members of that committee include Jane Hitch, Legal Assistant, Dave Coverdale, Construction Advisor, and John Culp, Legal Counsel. These people can be reached at the Harbour's office 877-5513. Shorewood allows NHPOAI to have advisory input into the approval process. We are allowed to comment on new houses, pools, and additions. Generally Shorewood will address any of our concerns to the builders or homeowners. Shorewood has granted the property owners exclusive authority to approve fences and outbuildings.

NHPOAI has then full approval rights of fences and outbuildings. It has advisory input into all projects for which a Shorewood approval is necessary before the City will issue a building permit.

The working relationship has been very cooperative. Usually Jane Hitch will deliver plans to the architecture committee chairman's mailbox. As a courtesy all plans should be reviewed and returned to the Shorewood office before the next Monday or Thursday meeting. Plans include an application sheet which includes footage, the builders phone number, the owners' and specifications of color material, etc.

New Houses Two members of the Architecture committee have looked over the plans. If the project is acceptable as to size, construction, maintaining the local beauty and views, a board member will stamp and date the project as approved. Full masonry flues and chimneys, masonry about the entire first floor (no facade only), no aluminum siding, or prefabricated sections have been guidelines which Shorewood and the local builders have been very cooperative in achieving. Any questions should be addressed either to the builder/owner or Jane at the Shorewood office. Disapprovals have been in writing with suggestion on how to make the project acceptable. Remember this is a cooperative effort between both parties.

Additions Most additions are handled by visually inspecting the project for view obstructions, interviewing neighbors for any objections and checking matching materials.

Pools Pools require fencing at least 48 inches high by city law which we cannot prohibit. We approve plans prior to Shorewood based on esthetics and non-intrusiveness to neighbors.

Mailboxes The guidelines adopted by the Board in 1982 (see addendum) describe the official NH mailbox. However, previous boards have not enforced these guidelines. A recent court decision in South Harbour which did not uphold local color requirements of their mailboxes makes it unlikely our restrictions would be enforceable.

Fences The guidelines have been enforced according to the 1982 standards. In clarifying back yards, we have used half the distance between the front and back walls to determine the maximum forward site for a backyard perimeter fence. Chain link material has not been approved. Patio fences have been approved of stockade material for privacy, but perimeter fences must preserve the unobstructed view of the neighbors. Several fences have been built which have violated these guidelines for which we have required additional screening, granted special variances, or sued for removal depending on the intent, understanding and special circumstances. Wood fences except split rail are generally discouraged because of their fast rate of deterioration. Iron fences in black are encouraged and variances in height or location are considered more favorably for this material.

Outbuildings Limited in size to 12 feet and of the same material as the house. We have tried to protect the view of neighbors by requiring the structure either be hidden in trees or placed as close to the owners home as possible.

Approval Procedures Generally three copies of plans are submitted to Shorewood or NHPOAI for approval. Once copy is retained by Shorewood or NHPOAI, one copy is for the city building permit, and one for the owner. Every effort is made to return plans within several working days. If projects are within guidelines and esthetically acceptable, the plans are stamped, approved, signed, and a copy is kept in the architecture file/notebook. For disapproved plans, a letter is sent to the resident stating: 1). What is objectionable. 2). How the project can be made acceptable. 3). That a waiver by the board may be requested. (with an estimate of likelihood (i.e chain link fence - unlikely). 4). All approvals and letters are mentioned at the next board meeting.

Approved 11//6/95

DIRECTOR OF COMMON PROPERTY

The Director of Common Property is responsible for ensuring that the common areas are maintained in a neat appearance and arranging for the procurement of necessary contractors for this purpose. This director also serves as chairman of the Commons Committee.

Duties

1. The director should inspect or have volunteers monitor these contracted activities to ensure the services are being provided satisfactorily.
2. The director shall review all invoices for common area services for accuracy and validity and indicate his approval for payment.

Yearly responsibilities include:

3. Turning on the city water at three locations in the spring after the last freeze and turning off the water in late fall prior to the first freeze. Request that bills be finalized and each meter be removed.
4. The soccer field has a water hydrant which is self draining and the water line from the day care's well is below the frost line. The drinking fountain on the hydrant should be removed during the winter to prevent freezing and replaced in the spring. There is a shutoff at the well (due east of the building) which can be used to shut off the water to the field. Each fall, prior to the first freeze, the irrigation system should have the water blown out, this should also be done to the irrigation system at the main entrance. Mainscape of Fishers installed the irrigation system late in 1994.

Informational Notes:

1. Harbour Tree's Ground Keeper has agreed to maintain the main entrance irrigation system if NHPOAI provides the materials.
2. Chuck the Handyman replaced the light sensors on the main entrance lights in 1994.

Section I

Approved 11/6/95

DIRECTOR OF COVENANTS CONTROL

The Director of Covenant Control will report to the president and is responsible for all actions related to the Covenants and Restrictions of the Development.

Duties:

1. The director shall receive all complaints regarding compliance of property owners with the covenants.
2. The director shall contact property owners and attempt to rectify conditions related to covenant violations.
3. The director shall write letters to property owners on whose property the violation exists, outlining the unresolved covenant violations.
4. If, after a reasonable length of time, the covenant violation is still uncorrected, the director shall again contact the property owner in an attempt to correct the situation. If no resolution is forthcoming, the situation shall be referred to the association's attorney for enforcement via legal proceedings.
 - a. The director may request the attorney to send a formal letter to the property owner in violation. However, the board of directors must review the case and vote to pursue any lawsuit against any property owner.
 - b. Once the board has approved legal action to be initiated against a property owner, it will be the director of covenant control's responsibility to follow the case and obtain periodic status reports from the attorney, and to keep the board of directors updated on any and all such legal actions.
5. The director shall make periodic trips through the development noting any conditions that require correction.
6. The director may utilize committee members to assist him in the performance of the above duties. In the event that a committee is formed, the director of covenant control will serve as the committee chairman.
7. The director will provide a report on all covenant/restriction violations and issues to the board of directors at its monthly meetings.

Approved 6/12/95

DIRECTOR OF MEMBERSHIP

The Director of Membership will report to the president and will be responsible for growing and maintaining association membership. In general, those duties will be limited to the following four areas:

1. **Solicit New Members**
2. **Welcome New Members**
 - Coordinate board member visits to new members
 - Distribute welcome packets to the area representatives
 - Serve as NHPOAI contact person for welcome functions
 - Design and assemble the association welcome packet
 - Update welcome packet
3. **Maintain Official Membership Roster**
 - Track membership changes
 - Store information collected on the member change notice form in master database
 - Instruct area representatives on the use of the member change notice form
 - Update member change notice form used by area representatives
4. **Provide Appropriate Membership Reports**
 - Manage the production and distribution of association membership directory
 - Provide reports from the database to directors as needed

The Director of Membership will work closely with the following association positions:

Secretary
Director of Communications
Area Representatives

The city liason working with the city of Noblesville, and attending city public meetings, has been very advantageous for the subdivision. Knowing city department heads, and who to contact to be a problem solver is highly recommended.

Residents are encouraged to work through NHPOAI with complaints concerning city supplied services.

Harbour Trees Liason Committee is responsible for establishing and maintaining a working relationship with the President and Directors of Harbour Trees Golf Club in order to resolve issues of mutual interest.

Examples; without proper authorization, installed 22 Golf Cart Crossing signs which were unacceptable to NHPOAI. We met with city officials and Harbour Trees and had them removed.

Screening of lift station at fifth tee will be done by City when tees are moved toward street. Harbour Trees will be asked to bid on the maintenance of commons areas. Negotiating paving of parking area at residents marina. Sharing the cost of water hookup in adjacent areas to proposed rest rooms.

Approved 6/12/95

AREA REPRESENTATIVES

Area representatives are members who volunteer to represent and serve the board of directors and the association within a defined geographic portion of the neighborhood. Responsibilities are as follows:

MEMBERSHIP RELATED DUTIES:

1. Notify the Director of Membership of any membership changes using the "New Member Notice" form.
2. Distribute the association's "welcome packet" to new members.
3. Provide feedback regarding matters which pertain to the Director of Membership. For example, if a new neighbor moves into a lot in your area that is not currently a member of NHPOAI, notify the Director of Membership.
4. Distribute the association membership directory to designated members.

COMMUNICATIONS RELATED DUTIES:

1. Each area representative is provided with a listing of the member lots for which she is responsible. Only NHPOAI member lots are included in your association related duties.
2. Distribute the association newsletter, Harbour Lites, as soon as possible after receiving copies from the Distribution Supervisor. Generally, distribution is to be completed prior to the first of the month. Any difficulties with distribution should be promptly reported to the Distribution Supervisor.
3. Request new members to complete the "Welcome Aboard Questionnaire" and return it to you. Then forward the completed questionnaire to the newsletter editor.

Notes: At May 1, 1995 there are 37 Area Representatives serving NHPOAI.

SOCIAL

See attachments of examples.

Annual North Harbour Garage Sale

Even though the NHPOAI doesn't sponsor this event, it has over the years voted to make contributions to help with expenses, as a service to the community.

Effective in 1990, if trash pick-up is still on Friday for North Harbur, and the annual Garage sale takes place on Friday, NO TRASH PICK-UP will be supplied by the city. In 1989 overtime was paid by the City, because Anderson Refuse had trouble getting to trash.

Anderson Refuse and the Mayor's office must be notified as the dates of future NH Garage sales. If no pick-ups are made one week, a double bag pick-up could be made the following week.

Notice should be given to all residents and a notice given to the Noblesville Ledger.

Section P

Approved 11/6/95

COMMONS COMMITTEE

Committee Purpose

The purpose of the Commons Committee is to evaluate options and issues pertinent to the maintenance and improvement of the eight common areas of the Association, and to make recommendations to the board of directors.

Committee Members

A member of the board of directors, designated as Director of Common Property, chairs this committee. Additional members are Association members in good standing who volunteer to serve on the committee. The chairman may recruit committee members through use of the annual Member Survey or other means.

Committee Procedures

The committee shall meet as requested by the Chairman or the board of directors.

The committee shall perform such research and analysis as considered necessary to evaluate suggested improvements.

The committee shall evaluate the merit and desirability of suggested improvements based on established criteria adopted by the board of directors and any previously approved plan of usage or development.

Announcements of future meetings and summaries of the Committee's activities shall be placed in the Harbour Lites.

Minutes of the Committee meetings detailing discussions, activities and recommendations shall be maintained and presented to the board of directors.

Minutes, plans and other documentation shall be maintained by the Director of Common Property in an official Association file, of property and forwarded to the next Chairperson for safe keeping and use. (This file will be passed to future Directors of Common Property.)

It is desirable to identify at least one project per year which all NHPOAI members can volunteer to assist in accomplishing. The project should be designed to improve and or maintain the Common Areas.

The Committee is currently involved with creating Master Plans for the areas to aid in future development. Volunteers can assist in projects designed to improve and maintain the Common Areas.

Section H

Approved 2/12/96

DIRECTOR OF COMMUNICATIONS

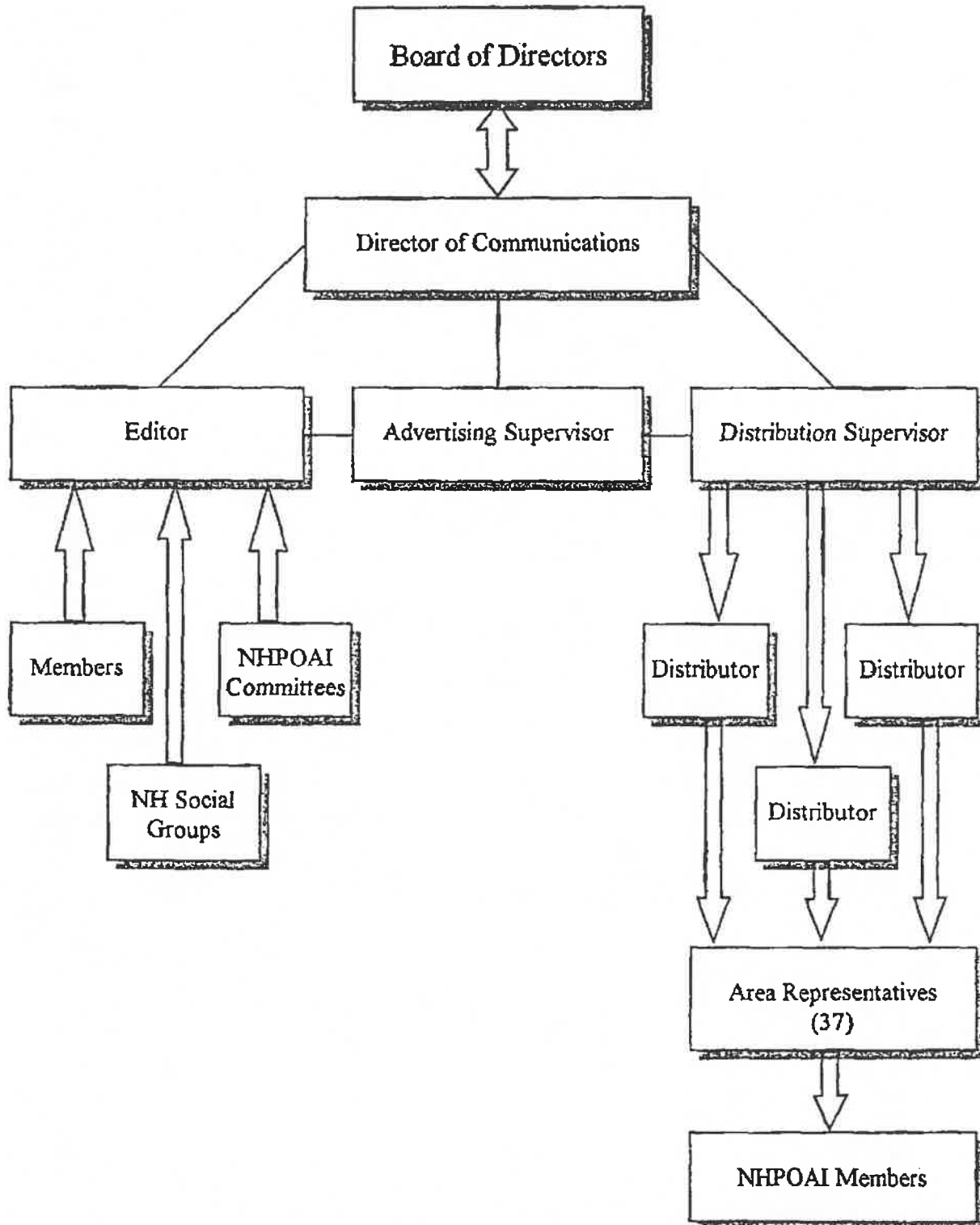
The *Director of Communications* is responsible for ensuring that ongoing communications with our membership are performed in a consistent, timely, accurate, and professional manner. Specifically, the director shall have overall responsibility for the production and distribution of the association newsletter. Other communications to members may be assigned by the President or the board of directors.

Duties:

1. The director shall serve as the chairman of the communications committee.
2. The director shall be primarily responsible for filling open positions on the communications committee, subject to the approval of the board of directors. Such positions include: editor, advertising supervisor, distribution supervisor, distributors, and area representatives.
3. The director shall review the newsletter prior to its printing and distribution for accuracy and professionalism.
4. The director shall review and approve all newsletter-related invoices for payment.
5. The director shall ensure that all newsletter-related revenues are forwarded to the Treasurer for deposit.
6. The director shall put the newsletter production services out for bid as requested by the board or as considered necessary.

Section H

Communications Function Organization Chart



Section S, p. 1

Approved: 2/12/96

COMMUNICATIONS COMMITTEE

Committee Purpose

The purpose of the Communications Committee is to produce a monthly association newsletter and distribute it to the association members in a timely fashion. It endeavors to accomplish this with minimum use of member dues by soliciting advertising revenue and using member volunteers to perform necessary services.

Committee Members

A member of the board of directors, designated as Director of Communications, chairs this committee. Principal members include: Newsletter Editor, Advertising Supervisor, and Distribution Supervisor. These members will be supported in their duties by other association members as described herein. Other members may serve on this committee at the request of the chairman or the board of directors.

Committee Procedures

The committee shall meet as requested by the Chairman or the board of directors.

The committee shall recommend changes to policies and procedures for the newsletter to the board of directors.

The committee shall enforce the approved policies and procedures regarding all aspects of the newsletter

Expenses incurred for supplies, postage, etc. shall be reimbursable by the Treasurer when valid receipts are submitted. Time spent by members on behalf of the newsletter shall be on a voluntary basis unless otherwise agreed upon by the board of directors.

Section S, p. 2

Editor

The Editor is responsible for preparing the monthly association newsletter. The Editor serves on the Communications Committee and reports to the director of communication.

Monthly Duties:

1. Collect articles and neighborhood information submitted by members, and community interest information.
2. Determine layout design, theme for issue (if appropriate), and space requirements.
3. Coordinate with advertising supervisor about ad copy and space requirements.
4. Type and proofread the newsletter.
5. Submit a draft newsletter to the director of communications for proofreading.
6. Revise newsletter as required.
7. Deliver newsletter to designated printer for duplication.
8. Submit receipts for supplies to the Treasurer for reimbursement.

Yearly Duties:

1. Review and recommend policies for newsletter content to the Director of Communications.
2. Assist in selection of printer, as requested by committee.
3. Develop format, style and presentation standards for regular articles or sections of the newsletter.

Section S, p. 3

Advertising Supervisor

The Advertising Supervisor is responsible for securing new advertisements and monitoring ongoing ads for the association newsletter. The Advertising Supervisor works closely with the Editor and reports to the Director of Communications.

General Information:

Ads are sold on an annual or monthly basis. Block ad sizes may be 1/8, 1/4, 1/2 or a full 8 1/2" x 11" page. Classified ad sizes are limited at the discretion of the Advertising Supervisor and the Editor. Advertising rates are recommended by the Advertising Supervisor and must be approved by the board of directors.

Current advertising rates:

Classified	NHPOAI Member, non-business ad	\$ 5.00/month
Classified	All business related ads	\$10.00/month
Block Ad	See advertising contract for 11- issue annual rates	
Block Ad	Monthly rate, based on size of ad:	
	1/8 page	\$ 15.00/month
	1/4 page	\$ 25.00/month
	1/2 page	\$ 50.00/month
	Full page	\$100.00/month

The newsletter may contain 9 pages of block advertising: up to 6 pages of block ads sold for the year; and 3 pages for monthly block ads, preferably full or 1/2 page ads. Classified ads are limited to 2 full pages. Additional advertising space may be sold at the discretion of the Editor if there is space available in a particular issue. Association news articles will have priority over monthly advertising if space is insufficient for both.

Yearly Duties:

1. In October, prepare recommendations for new advertising rates. Forward recommendations to the director of communications for presentation to the board of directors.
2. When ad rates are approved by the board of directors, revise advertising contract. Send cover letter and advertising contract to all current advertisers and any other advertising prospects. Deadline for advertisers should be early January, so the editor has sufficient time to prepare layout for February issue.

Section S, p. 4

Advertising Supervisor, cont.

3. Notify Editor of space required for annual block ads for new year.
4. Submit all advertising moneys to the Treasurer.
5. Submit ad copy to the Editor.

Monthly Duties:

1. Call potential monthly advertisers by checking the previous two or three issues.
2. Take calls from new advertisers.
3. Make a list of all ads and attach ad copy. Submit to Editor by the 20th of the month.
4. Collect checks for ads and submit to the Treasurer.
5. Keep detailed record of all advertisers and payments received.
6. Send "proof of publication" to all advertisers as requested per the advertising contract. Generally, the page on which their ad appears is sufficient proof of publication. NHPOAI member advertisers generally do not receive separate proof of publication since they receive a personal copy of the newsletter each month.
7. Submit receipts to Treasurer (for mailing and supplies costs) for reimbursement.



North Harbour Property Owner's Association, Inc.

P. O. Box 475
Noblesville, IN 46060

North Harbour Advertising Contract

Advertising Options for 1996 Harbour Lites Newsletter - 11 Issues

(The newsletter will be produced in a magazine format, size 8 1/2" x 11".)

<i>Check here</i>	<i>Circle here</i>
_____ 1/8 page - Business Card Size__ (3 3/4" wide x 2 1/4" high) _____	\$ 135.00
_____ 1/4 page__ (7 1/2" wide x 2 1/4" high OR 3 3/4" wide x 4 1/2" high) _____	\$ 250.00
_____ 1/2 page__ (3 3/4" wide x 9" high OR 7 1/2" wide x 4 1/2" high) _____	\$ 500.00
_____ Full page__ (7 1/2" wide x 9" high) _____	\$1,000.00
_____ Outside Back Cover, <u>Additional Cost</u> for location (1/8 pg or 1/4 pg only) _____	\$ 25.00

Advertising Options for 1996 NHPOAI Member Directory

(The directory will be produced in a booklet format, size 5 1/2" x 8".)

_____ 1/4 page__ (4 1/2" wide x 1 1/4" high OR 2 1/4" wide x 4" high) _____	\$ 100.00
_____ 1/2 page__ (4 1/2" wide x 3 1/4" high) _____	\$ 200.00
_____ Full page__ (4 1/2" wide x 7 1/2" high) _____	\$ 375.00
_____ Inside Front Cover, Full Page _____	\$ 450.00
_____ Inside Last Page, Full Page _____	\$ 425.00
_____ Inside Back Cover, Full Page _____	\$ 425.00
_____ Outside Back Cover, Full Page _____	\$ 500.00

Total cost for your advertising selection \$ _____

Less 15% DISCOUNT for ad placed in both the 1996 Member Directory and the 1996 Harbour Lites \$ _____

Total Ad Cost (please make check payable to NHPOAI) \$ _____

Section S, p. 5

Distribution Supervisor

The Distribution Supervisor is responsible for picking the association newsletter up from the printer and overseeing delivery to the members of the association. The Distribution Supervisor is a member of the Communications Committee and reports to the Director of Communications.

Monthly Duties:

1. Pick up the newsletter from the printer when it is ready.
2. Count and divide the newsletters into piles for each of the Area Representatives.
3. Label each pile and take them to the three Distributors. (The Distributors will deliver the newsletter piles to the Area Representatives. The Area Representatives will deliver the newsletters to each association member.)
4. Deliver original newsletter and three extra copies to the Editor.
5. Deliver copies for advertisers to the Advertising Supervisor.
6. Assist in recruiting new Area Representatives and Distributors as necessary.

Approved 8/14/95

SWIMMING POOL COMMITTEE

Mission Statement

The mission of the Swimming Pool Committee is to devise a plan whereby an area swimming pool is made available to North Harbour residents on a permanent basis.

Committee Members

Committee members may be Association members in good standing who volunteer to serve on the committee OR residents of neighborhoods near North Harbour that do not have a swimming pool. A chairman shall be elected from the members.

Committee Procedures

The committee will report to the board of directors of the North Harbour Property Owners' Association.

The committee shall serve as requested by the Chairman or the board of directors. Announcements of meetings shall be placed in the Harbour Lites newsletter.

Minutes of the committee meetings shall be maintained and presented to the board of directors.

All expenditures of NHPOAI funds must have prior approval of the board of directors.

Section X

Updated 11/6/95

CORPORATE POLICIES

1. Development of all common areas should include plans for water (irrigation system), and decorative lighting.
 2. Paved parking at the playground, Roxbury Commons, Regents Park and the Soccer Field should be considered.
 3. Membership list is not released to any advertiser or outside source. The NHPOAI directory has been supplied to the Noblesville Police Department because of the North Harbour Crimewatch Program, the Fire Dept., the mail carriers, the secretary at Forest Hill school and the newsletter editors of South Harbour and West Harbour.
- ** Recommend New Policy

The NHPOAI Membership directory will not be distributed to anyone other than a member in good standing of the association. A listing of Directors may be distributed to various community officials as the board deems appropriate.

4. In the event of the death of any current NHPOAI member, if the family requests a memorial contribution to a named charity, the corporation will make such a contribution up to and not to exceed \$35.00. In the event that a choice of charities is noted by the deceased's family, the Director of Communications, the President, and the Treasurer will choose one charity to donate the memorial contribution to. If there is no request for a memorial contribution, the association will send flowers or a plant to the family of the deceased, such not to exceed a cost of \$35.00.
5. In the event of the death of any current NHPOAI member, a note of sympathy to the family from the entire community should be printed in the Harbour Lites.
6. NHPOAI will hire off-duty NPD Officers to patrol the subdivision around Halloween as a protective service to the members.
7. Maintain membership in the Community Associations Institute. Information is available through their seminars and publications for directors which can increase the knowledge and effectiveness of the association and possibly reduce the need for outside legal advice.
8. The association will not make charitable contributions. Exceptions to this policy are contributions made in the name of a deceased member, and fulfillment of a pledge to

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the Riverview Hospital foundation made in 1990. Other exceptions may be made for social organizations affiliated with NHPOAI.

AGENDA

Regular Monthly Board Meetings:

- 1). Call to Order
- 2). Reading of unapproved minutes
- 3). Membership discussion
- 4). Reports of Officers and Committees
- 5). Unfinished business
- 6). New business
- 7). Changes to Policy and Procedural Manual
- 8). Adjournment

Agent for all NHPOA insurance is presently a local resident Stephen Pickett.

Present Coverage includes:

- 1). Directors and Officers Liability Insurance
- 2). NHPOAI base liability;
Policy with property coverage for Flag Pole Roxbury decking and Playground swings.
- 3). Fidelity bond on Treasurer.