

**SIERRA VIEW ASSOCIATION
POLICIES AND PROCEDURES**

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Alcohol Policy

Adopted February 1996
Amended September 10, 1999

1. No alcoholic beverages are permitted in pool area.
2. Alcoholic beverages are prohibited upon the lands, buildings of Sierra View Association (“Association”) except as follows:
 - a. Members in good standing of the Association who rent the clubhouse can offer alcoholic beverages at that specific event.
 - b. All other Association sponsored events will be BYOB (bring your own alcoholic beverages).
 - c. Authorized clubs and committees will also follow BYOB policy when using the clubhouse.
3. Since the policy is BYOB, anyone consuming alcoholic beverages will be responsible for their own behavior. Any person who is visibly intoxicated, ill-tempered, loud, obnoxious or otherwise creating an annoyance will be asked to leave the event.
4. Any violators of this policy shall be subject to the disciplinary procedures as provided for in the by-laws of the Association, as well as legal courses of action as deemed necessary.

Availability of Approved Written Minutes to General Membership

Adopted November 9, 1991
Amended August 11, 1995
Amended September 10, 1999

The Board policy regarding the official approved minutes of the monthly board meeting or membership meetings will become available to the General Membership as follows:

1. Approved minutes of any Board of Directors Meeting, Annual Membership Meeting or Special Membership Meetings can become available to members when:
 - a. Member is in good standing
 - b. Appointment is made with the Administrator

Understanding that minutes do not leave supervised area nor copies made.

Burning Policy

Adopted November 9, 1994
Amended September 10, 1999

1. Burning in Sierra View Association must be done in a properly ventilated-screened 55- gallon drum or container. **No open burns at anytime are allowed.**
2. A water source must be readily available and within a reasonable distance from burn barrel.
3. No fires are to be left unattended.
4. \$500.00 fine for first offense, plus financial compensation of lost property and/or possession.

Burning bans/restrictions imposed by townships will be enforced, in conjunction, by Association

Complaints

Adopted November 9, 1991
Amended March 21, 1997

This policy is as follows:

1. All complaints are confidential.
2. Members filing a complaint requiring Board action will use the standard Sierra View Association Complaint Form. When forms are unavailable, the member shall **legibly** write the complaint on a plain piece of paper. Members will sign and date the complaint (print full name under the signature block) as well as note their lot and section number.
3. The Board will not act on unsigned/anonymous complaints.
4. Members filing the complaint will place it in a sealed envelope marked "complaint". The member will forward the sealed envelope to the Administrator. The Administrator will then forward the complaint to the Chairman of The Disciplinary Committee.
5. The Chairman of the disciplinary Committee will send a follow-up letter describing actions taken and/or status to the member filing the complaint.

Members in Good Standing

Adopted November 1991

This policy is as follows:

1. A member in good standing is one that has met all financial responsibilities to the Association: or
2. A member who is making consistent payments in good faith on balance due the Association. If a member misses two payments without written or personal contact to the Administrator, that member will be considered a member not in good standing.
3. A member, who is not otherwise in violation of any requirements of the community legal documents, will be considered in good standing.

Members Not in Good Standing

Adopted February 8, 1992

Amended April 11, 1992

This policy is as follows:

1. A member not in good standing will be one that is:
 - a. Not meeting their financial responsibility to the Association or
 - b. In violation of any requirements of the community legal documents.
2. A member not in good standing will lose the following privileges:
 - a. Will not be allowed to attend Association meetings and;
 - b. Will not be allowed to attend Association functions and;
 - c. Will not be allowed to use Association amenities and;
 - d. Will not be allowed to vote at General Membership Meetings

A member not in good standing will be identified as such at all Association meetings if the individual attempts to be recognized.

Membership Payment Policy
and
Delinquent Account Policy

Adopted January 11, 1992
Amended January 1998
Amended August 8, 1999
Amended November 24, 2002
Amended October 3, 2004
Amended December 15, 2008

Payment Policy

(Policy is based on \$160.00 Annual Dues Amount)

1. Dues statements will be sent to all property owners by December 30 prior to the year due.
2. Dues will be due in full by January 31.
3. Payments received after February 14 will be considered “late” and will incur a late charge. Additional charges will be added monthly.
4. Payments not received by designated dates stated in this policy will place membership status as “not in good standing” as per “Members not in Good Standing Policy”

Payment Plans

1. An optional payment plan will be offered to all members at the time of dues statements. The plan is as follows:
 - a. Payment plans must be contracted by January 31.
 - b. Payment plan will be based on a three-month contract.
 - c. Payments are due on or before the last business day of January, February and March.
 - d. A 5% processing fee will be added for contracted payment plans. Dues + fee = \$ 168.00/3 = \$ 56.00 per monthly payment.
 - e. If at any time the payment plan contract is not adhered to, it shall become null and void; and full payment will be expected.
 - f. It is noted that at times extenuating circumstances may occur for members and upon review and determination by the Executive Committee of the Board of Directors; a plan can be developed to meet their financial obligations to the Association.

Delinquent Account Policy

1. Any outstanding balance at year's end that is carried over to the next fiscal year will place the account as "Delinquent".
2. Delinquent accounts will be charged additional late fees to the outstanding balance.
3. Membership Status will continue to be placed "Not in Good Standing" until payment in full is made.
4. Delinquent balances must be paid in full prior to payment plan arrangements of current year's dues.
5. A list of delinquent accounts will be kept on file in the Association Administrator's office and upon payment in full, a stamped receipt will be sent to the member and the delinquent account list will be updated.

Notification to Member

1. A separate notification will be sent to the member informing of impending Delinquent Status in November. A copy of bills with all dues, late charges, and processing fees will be included. A copy of the Payment Policy, Delinquent Policy as well as Member Not In Good Standing Policy will also be enclosed.
2. The Association may do all or any of the following with notification being sent to the member as each step is pursued:
 - a. Delinquent members may be published in the Sierra View Newsletter publication
 - b. Report delinquent to the Credit Bureau.
 - c. Property can become subject to lien, legal fees, and court costs.

A lien of real estate is subject to a lien sale, in accordance with the statutes of the Commonwealth of Pennsylvania.

Use of Fax Machine

Adopted November 9, 1991
Amended September 10, 1999
Amended March 18, 2007

Charges will be as follows:

1. A charge of \$ 1.00 per page to send or receive personal faxes.

Trash Dumpsters

Adopted August 6, 2004

1. The permanent use of trash dumpsters by a property owner is prohibited.
2. Trash dumpsters are permitted for a period not to exceed six months unless authorized by Sierra View Office. They are permitted for use in clean up and/or building site clean up.

Real Estate Signs and Yard Sale Ordinances

CHESTNUTHILL TOWNSHIP

Yard Sales: Permit required

Allowed no more than 2 days total for any 3 consecutive months
Signs may be placed on the residence a maximum of 48 hrs. before the sale or auction begins and be removed a maximum of 24 hours after the event.

Real Estate Signs:

Shall only be placed on the property while it is actively for sale, lease or rent and shall be removed a maximum of 7 days after settlement or start of lease.

1 sign allowed per street which the lot abuts.

Zoning officer: Walter Hansen 992-7247

TUNKHANNOCK TOWNSHIP

Yard Sales: No Permit is required

No more than twice each year.

Real Estate Signs:

Shall only be placed on the property while it is actively for sale and shall be removed no more than 14 days after settlement or start of lease.

1 sign allowed per street which the lot abuts.

Zoning officer: Kate Lambert 646-3008