



POLICIES & PROCEDURE MANUAL

POLICIES AND PROCEDURES

ADOPTED

1	<i>GOLF CART POLICY</i>	<i>4/16/2013</i>
2	<i>SMOKE SIGNAL</i>	<i>3/25/2004</i>
3	<i>PARTY SPONSORS</i>	<i>2/24/2016</i>
4	<i>ENTERTAINMENT COMMITTEE</i>	<i>5/13/2004</i>
5	<i>RV LOT PROCEDURES</i>	
6	<i>OFFICE PROCEDURES</i>	
7	<i>PAINTING HOME EXTERIOR AND CARPORT</i>	
8	<i>HURRICANE</i>	<i>9/30/2004</i>
9	<i>BOARD AND HOA MEETING PROCEDURES</i>	<i>3/19/2006</i>
10	<i>CLUBHOUSE PRIVATE PARTY POLICY</i>	
11	<i>RESERVATION REQUEST AGREEMENT</i>	<i>6/29/2006</i>
12	<i>ACTION WITHOUT A MEETING</i>	
13	<i>SUBMITTING BILLS TO TREASURER</i>	
14	<i>RESPONSIBILITIES OF HOST/HOSTESS OF EVENTS</i>	<i>2/24/2016</i>
15	<i>NON-SMOKING POLICY</i>	<i>5/26/18</i>
16	<i>STREET LIGHT POLICY</i>	<i>5/26/18</i>
17	<i>HOA FEE DELINQUENCY POLICY</i>	

Golf Cart Policy

Adopted 4-16-2013.

1. One golf cart per household
2. No long-term parking on the grass in front of your home
3. A removable pad 4x8 made from cement squares can be used for parking the golf cart. It can be placed on either side of your driveway, using the side of the drive as a starting point, and it can go no further than the property line.
- 4 If room allows and parking in the rear of the home is desired, 12" x 12" or 24"x24" cement squares can be installed. **No more than four feet wide** from the side of the home. Run must be up against the house. No blocks can run to the street.
5. No storage is allowed on the pad or run other than the golf cart. No garbage can, tools, yard materials or the like can be stored on this pad or run.
6. No one under the age of 16 is allowed to drive a golf cart unattended in the park at any time for any reason.
7. If the Golf Cart is operated after dark, running lights are required.

SMOKE SIGNAL

Publication of the Smoke Signal is the responsibility of the Communications Director who shall proofread each issue before submission for printing.

The Board, before publication, shall approve all articles, statements, and any other form of information published in the Smoke Signal regarding homeowner business.

The Board, before publication, shall approve all information regarding Covenants & Restrictions and By-Laws of the Teka Village Homeowner's Association.

All articles, statements and any other form of information published in the Smoke Signal regarding Committees appointed by the Board shall originate from the Committee chairperson or another member of that committee designated to do so by said committee.

All articles, statements and any other form of information published in the Smoke Signal relevant to a particular Board member shall be approved by that individual Board member before publication. Responsibility for said article / statement should lie with the Board member who initiated it.

The content and wording of all articles, statements, and other information pertinent to homeowner and/or Board business shall be specified and approved by the Board members before publication.

The Communications Director shall make every effort to comply with a resident's request to place an article in the Smoke Signal. The Communications Director shall be responsible for notifying the Board if an individual Board member or resident presents an item for publication that may contain information deemed inflammatory in any way. The Board shall review, discuss and approve or disapprove each item brought before it, based on the facts and circumstances surrounding such article. If the Board decides not to allow publication of the article, the resident / board member shall be notified by the Communications Director of the decision by the Board and the reasons supporting such decision.

With the exception of typographical or grammatical errors, the Communications Director and publishers of the Smoke signal shall not change, add, or delete any item, words or intent of articles deemed for publication without the approval of the Board, the individual Board member who initiated the article or the resident who has requested an article to be published.

Neither the Communications Director or the publishers shall editorialize or in any way publish an article that would support or oppose an item presented for publication by a resident or another Board member.

*Teka Village Board of
Directors
Policy voted on 3/25/04.*

POLICY FOR PARTY SPONSORS AND HIRED ENTERTAINMENT

All entertainers shall sign a contract stating date of performance, duration of performance and the amount agreed on by the sponsor and the entertainer. The original contract shall be retained and filed in the "Entertainment book" in the office with a copy given to the entertainer.

All monies shall be placed in the appropriate locked box in the pool room. No sponsor shall be responsible for collecting donations for a party they sponsor. The treasurer of the Entertainment Fund shall collect and be accountable for all monies collected for every function.

No tips shall be collected for any performer(s). It is admissible for the performer to place a container on the stage for tips if desired.

The normal expenses of hosting a party such as food, entertainment, paper goods, shall be covered by the Entertainment Fund. Any and all expenses other than those listed above shall be brought to the board for consideration.

3/28/13

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ENTERTAINMENT COMMITTEE - STANDING COMMITTEE

The Entertainment Committee was originally started as a non-profit committee in 1991. Appointed by the presiding officer (President) of the Board of Directors and approved by a majority of the members present at a homeowner's meeting, the Entertainment Committee selects a chairperson for their committee. The Entertainment Committee may appoint a Secretary to keep the minutes and a Treasurer to manage the funds.

As a guideline, a balance of \$700 to \$1,000 should remain in the committee's checking account at yearend.

1. Funds shall be used to sponsor events for the residents of Teka Village and their guests. When the Entertainment Committee sponsors an event, they shall run the event themselves and mayor may not ask non-committee members to assist. The Entertainment Committee shall be responsible for all aspects of the event such as planning, amount of donation to cover expenses, purchasing goods, preparation, setup, flyers publishing event, hiring entertainment if applicable, carrying out the event and cleanup.

2. Any eligible member(s) of the community may sponsor an event for the residents of Teka Village and their guests. The sponsor(s) must first check to see if the clubhouse is available on the day and time of the planned event. Once this is established, the sponsor(s) shall meet with the Entertainment Committee to discuss plans for the event. It shall be the responsibility of the sponsor(s) and the committee to estimate the cost of the event and the approximate donation per person. The Entertainment Committee shall advance funds from the committee checking account to the sponsor(s) to cover the approximate cost of the event. It is the sponsor's responsibility to do the planning, purchasing of goods, preparation, setup, carrying out the event and cleanup. The sponsor shall run the event him/herself and mayor may not ask the committee or other non-committee members to assist. Flyers publishing the event may be made by the sponsor or a committee member if the sponsor so desires. Once the event is over, the sponson(s) shall present all receipts to the Entertainment Committee in a timely manner. Once the sponsor meets with the Entertainment Committee, the committee need not be involved other than to collect donations for said event unless asked to do so by the sponsor(s).

3. The Entertainment Committee shall prepare sign-up sheets with a description of the event, name of sponsor(s)

(if other than committee) date, time, place, donation amount and cut-off date for signup. The Entertainment

Committee shall handle all donations and keep receipts for every event. It is the responsibility of the Entertainment Committee to assure all donations are collected.

4. The Entertainment Committee shall keep good and legible records of all income and expenditures.

A monthly

financial report showing details of all income and expenditures for the previous month shall be prepared and

presented to the Board at each homeowner's meeting or directly to the Secretary of the Board if meetings are

suspended for more than one month. A copy of each monthly financial report of events with all receipts

attached shall be kept in the office.

5. Donations collected are to be used for the purpose of sponsoring dinners and/or parties and the costs

associated with such events. These costs shall include hired entertainment, food, beverages, paper products,

plastics, disposable gloves, cleaning products and any other incidental items needed for preparation and

cleanup. If necessary, the Entertainment Committee may purchase, without prior approval from the board, such

items as small appliances, flatware, pots and pans, glass or china dishes, knives, and the like. These expenditures

shall not exceed \$250.00. The Entertainment Committee shall notify the membership of the intent of such

purchases at a regularly scheduled meeting. Any item(s) over \$250.00 shall be purchased by the homeowners at

the discretion of the Board of Directors. The Homeowner's Association will pay 1/2 the cost of paper products and cups.

'Voted on by majority of Board members 5/13/04

RV LOT PROCEDURES

The Teka Village RV Lot is a locked area of common ground set aside for the specific purpose of making available parking areas for residents who own RV's, boats, trailers or vehicles.

Parking spaces are assigned by the Board on a first come, first serve basis.

No one except residents shall store RVs, boats, trailers, or vehicles in the RV lot. Each resident parking an RV, boat, trailer, or vehicle must complete the appropriate form and present it to the board with proof of ownership. (copy of current registration) **Registrations must be kept current.**

Upon receipt of the above forms, a slot number will be assigned, and a key shall be purchased from the HOA for \$2.00.

The RV parking area and each parking space is to be used for the purpose of storing RV s, Boats, trailers, or vehicles only and **may not be used for any other purpose.**

No resident may park his/her RV, boat, trailer, or vehicle in any parking space other than the one assigned. If a resident parks his/her RV, boat, trailer, or vehicle in a parking space not assigned to that resident, he/she will be notified to move into his/her assigned space. If the resident does not comply within (3) three days, his/her RV, boat, trailer, or vehicle will be towed at the resident's expense.

If space permits, a resident may be assigned more than one space. If need arises for more space, the Board may, at its discretion, limit parking to one slot per resident.

Residents parking their RV s, boat, trailer or vehicle in the RV lot, park at their own risk.

The Teka Village H.O.A. Inc. is not obligated or bound by the Covenants or Bylaws or any other recorded or legal document to provide parking for RV s, boats, trailers or vehicles and does so as a consideration to the residents.

The Teka Village H.O.A. Inc. shall not be responsible for any damages that may occur to a resident's RV, boat, trailer, or vehicle while it is parked in the RV lot, including, but not limited to theft, accidents, water, flooding, wind, or any other acts of nature.

Residents are responsible for keeping property under and around their vehicle clean, no high grass or weeds.

I have read the above procedures and will abide by them in total.

Signed _____

Date _____

12/18/03

OFFICE PROCEDURES FOR TEKA VILLAGE HOMEOWNERS ASSOCIATION

Office hours: Tues. Thurs. Fri. 10:00 a.m. to 12:00 noon

Office Closed on all major holidays.

Telephone# 407~957-1220

An office manager may be appointed by the Communications Director, if no manager is appointed the Communications Director is responsible for:

Staffing the office with volunteers/making monthly calendar schedule

Keeping track of and ordering supplies as needed

Overseeing all functions provided by the volunteer staff.

Keeping a current price list

Keeping the phone list current

Obtaining and distributing mail

Any other duties the board may deem necessary.

Duties of the Volunteer staff:

Making copies

Answering phone/taking messages

Selling transformers/sensors/remotes/clubhouse keys/license plates, etc. and keeping receipts for all transactions.

Collect money for copies and other items sold and submit to the Treasurer by the 20th of the month.

Keep the Office Mgr./Communications Director aware of inventory.

Keep the Office Mgr./ Communications Director aware of any problems presented during their shift, keeping log current.

Help Communications Director keep bulletin boards current.

Keep track and update Family Data Book, Vacation Book.

Make sure copier is off and office is locked before leaving.

Any other duties the Board/Communications Director deems necessary.

PAINTING THE EXTERIOR OF YOUR HOME CARPORT OR DRIVEWAY

HOMES

Our covenants state that all homes shall conform to the standards already established in our community.

Any resident wishing to paint the exterior of the home shall choose a color or a color close to the one found in the association color chart. These colors have been selected and voted on unanimously by the Board of Directors.

ARC approval is required and a sample of the color you are choosing should be Submitted with your ARC form. (The approved colors are available in the office and from the ARC committee.)

CARPORTS:

Residents wishing to paint their carport shall conform to the Teka Village Covenants and Restrictions by choosing a clear coat or an approved color.

ARC approval is required and a sample of the color you are choosing should be submitted with your ARC form. (The approved colors are available in the office and from the ARC Committee.)

DRIVEWAYS:

Residents wishing to paint their driveways shall conform to the Teka Village Covenants and Restrictions by choosing a clear coat or approved color.

ARC approval is required and a sample of the color you are choosing should be submitted with your ARC form. (The approved colors are available in the office and from the ARC Committee.)

If work is done without ARC approval and it is deemed you have not chosen an approved color you will be required to remove/paint over with an approved color at your expense.

HURJUCANEPROCEDURES

=> WHEN A SEVERE STORM (HURRICANE) IS APPROACHING THE CENTRAL FLORIDA AREA, CERTAIN PRECAUTIONS ARE NECESSARY TO SECURE OUR CLUBHOUSE.

THE SECURITY DIRECTOR IS RESPONSIBLE TO SEE THAT ALL THE FOLLOWING ACTIONS TAKE PLACE:

1. 48 HOURS PRIOR TO THE STORM (HURRICANE) WARNING, THE SECURITY DIRECTOR SHALL CALL THE COMMITTEE TOGETHER TO DISCUSS THE PLAN OF ACTION.

2. 24 HOURS PRIOR TO THE STORM (HURJUCANE) WARNING:

A. ALL AWNINGS SHALL BE LOWERED AND LOCKED INTO PLACE WITH WING NUTS.

B. ALL GLASS ENTRY DOORS SHALL BE COVERED WITH BOARDS STORED IN CABINETS IN THE SCREEN ROOM. BOARDS ARE NUMBERED AND ARE ATTACHED IN THE FOLLOWING ORDER: NO.1 GOES ON THE FURTHEST SLIDING DOOR NEAREST THE STATE AREA. NO. 2 GOES TO THE RIGHT(COUNTERCLOCKWISE) AND SO ON AROUND THE CLUBHOUSE WITH THE FINAL ONE COVERING THE GLASS DOORS UNDER THE AWNING ON STAR LANE (FACING EAST).

C. ALL PATIO, POOL AND DECK FURNITURE SHALL BE BROUGHT INTO THE CLUBHOUSE AND PLACED ON THE DANCE FLOOR, WHICH SHOULD BE PROTECTED WITH THE CARPETING.

D. UNPLUG ALL TV'S, COMPUTERS AND POOL ELECTRICAL SYSTEM

E. OPEN THE GATES

AS SOON AS POSSIBLE AFTER THE STORM PASSES, THE SECURITY DIRECTOR SHALL:

1. ASSESS ALL DAMAGES TO THE COMMON GROUNDS AND CLUBHOUSE AND SUBMIT A WRITTEN REPORT TO THE MAINTENANCE DIRECTOR.

2. ARRANGE FOR PICKUP OF ALUMINUM DEBRIS

3. CLOSE GATES

4. RETURN CLUBHOUSE TO ORIGINAL ORDER

(Maintenance Director will arrange for tree removal and debris cleanup of common ground)

➤. (President shall report damages to insurance company)

Vote taken 9/30/04

BOARD AND HOMEOWNER MEETING PROCEDURES

1. AT ALL REGULARLY SCHEDULED AND SPECIAL MEETINGS CALLED BY THE BOARD, MEMBERS WILL SPEAK TO AGENDA ITEMS ONLY.
2. ANY MEMBER WISHING TO SPEAK AT A HOMEOWNER OR BOARD MEETING MUST SUBMIT A REQUEST IN WRITING TO THE SECRETARY TO BE PLACED ON THE AGENDA.
3. THREE (3) MINUTES WILL BE ALLOWED TO MEMBER FOR STATING CASE.
4. ALL MEMBERS AND NON-MEMBERS PRESENT AT THE MEETINGS ARE OBLIGATED TO OBEY THE ORDERS OF THE PRESIDING OFFICER. IN CASES OF DISORDER, ANY MEMBER (S) MAY BE EXCLUDED AT ANY TIME FROM PART OR ALL OF THE MEETING AND MAY BE REQUESTED TO LEAVE THE HALL. IF NOT IN COMPLIANCE, A SERGEANT AT ARMS OR OTHER AUTHORITY SHALL REMOVE THE MEMBER OR NON-MEMBER.
5. RULES OF CONDUCT AT BOARD MEETINGS SHALL BE IN ACCORDANCE WITH ROBERT'S RULES OF ORDER. RELAXATION OF STANDARD PROCEDURE TO INCLUDE PARTICIPATION OF MEMBERS IS ALLOWED WHEN MEMBERS OF THE BOARD ARE 12 OR LESS, AT THE OPTION OF THE PRESIDING OFFICER WHEN ANNOUNCED PRIOR TO THE MEETING. IF THE MEETING BECOMES CONTENTIOUS, STANDARD RULES APPLY AND MUST BE IMMEDIATELY ADOPTED BY THE PRESIDING OFFICER.

Voted on by BOD 3/9/06.

TEKA VILLAGE HOMEOWNERS ASSOCIATION CLUBHOUSE PRIVATE PARTY POLICY

Teka Village HOA has priority over private parties at all times.

Only the Vice President of Teka Village HOA may take reservations for the use of the ballroom in the clubhouse for private parties **for residents only**. Only residents may make reservations for immediate family (only mother, father, daughter, son, grandchildren), (in case of a surprise party for a Teka resident, a family member may make the reservations). Only the screen room can be used a no charge.

A \$75.00 security deposit is required at the time of the reservation. (checks only) and given at time of reservation to the VP. A form will be filled out regarding the date, etc. for the party and procedures will be gone over and sighted that all is understood. If the next day is needed to resume your party, you must sign up and will be charged \$5.00 an hour for electric over and above your original day.

A minimum charge of \$25.00 will be required to defray usage (electrical) costs (Plus \$5.00 an hour for anything over 5 hours.) This will be paid (checks only) when the VP determines the hours used or as stated on reservation.

Kitchen equipment is for your use when reserving the ballroom for party but must be cleaned. Any breakage, damage or misuse will require replacement or repair. Deposit will be held until satisfied.

Only the BALLROOM can be reserved. All other areas of the facility are off limits, (TV room, pool room, exercise room, shuffleboard, horseshoes, the grill area, and pool), (except rest rooms) to those attending the party.

NO paper products belonging to the clubhouse may be used for the party. You are responsible for bringing your own.

Any decorating will be the sole responsibility of the person holding the party. No flowers or artificial foliage can be used from anywhere in clubhouse (i.e., TV room) to be used as decoration for you party.

The Teka resident (or family member) giving the party is totally responsible for the conduct/damage caused by their guest. Teka Village HOA is not liable for resident guests in any way.

If children are present, they must be kept in the ballroom and away from the Bingo table, pool, poolroom, TV room and exercise room. Children should not be on any common ground unless accompanied by an adult.

NO SMOKING is permitted in any area of the clubhouse. Smoking is only permitted in the screen room area.

Maximum number of guests is limited to 120.

Parking is only permitted on one side of the street, preferably the side by the lake.

All hallways must remain passable and doors are to remain unlocked and passable during the event in accordance with the City of St. Cloud Fire Ordinance.

CLEAN UP RULES:

All tables are to be placed where they were.

Secure all trash in plastic trash bags and place in large trash cans on patio. DO NOT OVERFILL BAGS AND DO NOT LEAVE IN CLUBHOUSE.

Unplug all appliances; turn off stove, lights, and fans.
Clubhouse should be as clean when you leave as it was found.

If things are spilled in oven, oven must be cleaned.

If screen room is used, all ashtrays are to be emptied and tables cleaned off and replaced to their original position.

The party giver is totally responsible for the cleaning of the clubhouse after the event (unless you wish to hire someone to clean it at your own expense). It will need to be cleaned by noon following the day of the party.

Opening the gate for parties will be the obligation of the party giver. For suggestions, please contact the VP or a board member.

All doors are to be locked when leaving. You may be assigned a key to lock the doors and the key must be returned in an envelope to the VP in the mailbox in the office. You will be able to leave by the side door in the poolroom, which can be locked and then closed.

Clubhouse will be inspected after the party within 24 hours for cleanliness and any damage. If okay, your \$75.00 check will be returned within 7 working days. If any discrepancies, a list will be given to the party giver and will need to be taken care of before the deposit check is returned.

Complaints can only be made by the party giver to the VP by written notice (no one else).

PHONE NUMBERS FOR QUESTIONS

Donna Robertson	407 891-9487 (Only one to make a reservation)
Roy Canterbury	
Barbara Canterbury	407957-2197 (Alternate)
Alice Canterbury	
Jerry Christensen	
Norma McGrath	

Signed: _____ Date: _____

RESERVATION REQUEST AGREEMENT

Today's Date _____

Date of Function: _____

Resident's Name: _____

Phone Number: _____

Name other than resident: _____
(Used only in case of surprise parties)

Phone Number: _____

CHARGES:

\$75.00 Deposit Date Received: _____ Rec. by _____

\$25.00 for electric plus \$5.00 an hour for every hour over the first five hours
(Non-refundable)

Time: Ballroom requested from _____ to _____

The clubhouse will be inspected before the event and within 24 hours after the party. If the clubhouse is found in satisfactory condition, my \$75.00 deposit will be returned within 5 working days. The Teka Village resident is ultimately responsible for compliance of the policies stated in the rules for renting the ballroom.

I have read and understand all policies and rules for use of the Teka Village Ballroom and agree to abide by them.

Signature of Party Giver: _____ Date: _____

Signature of acting agent _____ Date: _____

Receipt of deposit return: _____ Date: _____

Updated 6129106

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PROCEDURE FOR SUBMITTING BILLS TO THE TREASURER

Bills such as electric, telephone, contracts such as Teka Reserves, Lawn contract, janitorial contract, Massey, Stahl Pest Control, The Lake Doctor shall be paid automatically by the Treasurer.

All other bills shall be submitted to the Treasurer with a proper requisition and receipt attached. Any bills over \$100.00 must be approved by the Board of Directors prior to purchase.

In the case where a purchase of any item over \$100.00 is needed, and the Board will not be meeting before needed, the Board member can contact each member, have them sign the form: ACTION TAKEN WITHOUT A MEETING and attach it to the requisition.

REQUISITIONS and ACTION TAKEN WITHOUT A MEETING FORMS are available in the office.

2 ATTACHMENTS

ENTERTAINMENT FUNCTIONS

RESPONSIBILITIES OF HOST/HOSTESS

When a resident chooses to host a function, there are certain things that shall be his or her responsibility.

1. Call the Vice President to make sure the clubhouse is available.
2. Call the President or Treasurer of the Entertainment Fund account to insure there are enough funds available to cover food and entertainment.
3. Board shall approve amount of tickets.
4. Make a sign-up sheet stating the name, date, time of the function and cutoff date.
5. Make flyers for the outside and inside bulletin boards.
6. If you hire entertainment it is your responsibility to secure a signed contract with all the details necessary i.e., time, date, hours of performance and payment agreed upon.
7. Host shall be responsible for his/her crew.
8. Treasurer of Entertainment Fund is responsible for tracking and securing all payments from residents and guests.
9. Host/hostess is responsible for keeping track of all receipts. Once function is over, host/hostess must fill out an expense report and attach all receipts and give to the Treasurer of the Entertainment Fund.
10. Leftover food should be offered first to paying residents before donating to fire dept.
11. All functions shall have a 50/50 to help defray expenses.

***Expense sheets and blank contracts for entertainers will be provided by the Entertainment Fund Treasurer upon request. All signed contracts shall be returned to Treasurer of Entertainment Fund in a timely manner.

BOARD OF DIRECTORS

Voted on by BOD 2/24/16.



**TEKA VILLAGE HOMEOWNER'S
ASSOCIATION, INC.
2536 Star Lane
St Cloud, FL 34772
407-957-1220**



TEKA VILLAGE BYLAWS

ARTICLE III, SECTION 16,

e. Actions Taken Without a Meeting. Actions normally taken at a regular meeting may be taken without a meeting if the action is taken by all members of the board. The action must be evidenced by one or more written consents describing the action taken and signed by each Director.

DATE:

ACTION TAKEN:

	YES	NO
<hr/> President	<hr/>	<hr/>
<hr/> Vice President	<hr/>	<hr/>
<hr/> Secretary	<hr/>	<hr/>
<hr/> Treasurer	<hr/>	<hr/>
<hr/> Communications Director	<hr/>	<hr/>
<hr/> Maintenance Director	<hr/>	<hr/>
<hr/> Community Outreach Director	<hr/>	<hr/>

2.

Golf Cart Policy Adopted 4-16-2013.

1. One golf cart per household
2. No long-term parking on the grass in front of your home
3. A removable pad 4x8 made from cement squares will be used for parking.
It can be placed on either side of your driveway, using the side of the drive as a starting point, and it can go no further than the property line.
- 4 If room allows and parking in the rear of the home is desired, 12 x 12 or 24x24 cement squares can be installed from the front of your home to the rear. **No more than four feet wide** from the side of the home. It must be up against the house. No squares can run to the street.
5. No storage is allowed on the pad or run other than the golf cart. No garbage can, tools, yard materials or the like can be stored on this pad or run.
6. No one under the age of 16 is allowed to drive a golf cart unattended in the park at any time for any reason.

Signed:

Carol Scutoski, President

Dolly Large, Vice
President

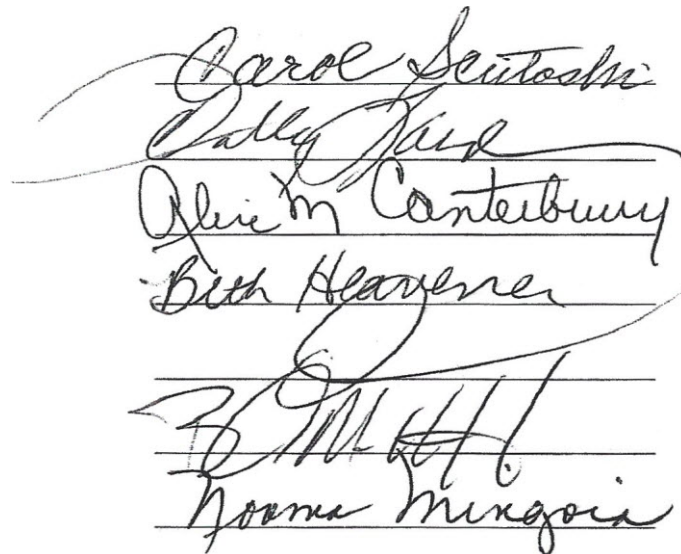
Alice Canterbury,
Treasurer

Beth Heavener,
Secretary

Dave Scutoski, Security

Brian Mitteff,
Maintenance

Norma Mingoia
Communications



The image shows six handwritten signatures, each written over a horizontal line. From top to bottom, the signatures are: Carol Scutoski, Dolly Large, Alice Canterbury, Beth Heavener, Dave Scutoski, and Norma Mingoia. The signatures are written in cursive and are somewhat stylized.

POLICY FOR PARTY SPONSORS AND HIRED ENTERTAINMENT

All entertainers shall sign a contract stating date of performance, duration of performance and the amount agreed on by the sponsor and the entertainer. The original contract shall be retained and filed in the "Entertainment book" in the office with a copy given to the entertainer.

All monies shall be placed in the appropriate locked box in the pool room. No sponsor shall be responsible for collecting donations for a party they sponsor. The treasurer of the Entertainment Fund shall collect and be accountable for all monies collected for every function.

No tips shall be collected for any performer(s). It is admissible for the performer to place a container on the stage for tips if desired.

The normal expenses of hosting a party such as food, entertainment, paper goods, shall be covered by the Entertainment Fund. Any and all expenses other than those listed above shall be brought to the board for consideration.

TEKA VILLAGE STATEMENT OF NON-SMOKING POLICY

Smoking is prohibited in all areas of the clubhouse including ballroom, tv room, kitchen, pool (billiard) room, office, ladies and men's bathrooms, pool and screened in patio areas. This policy applies to all residents and visitors.

Smoking areas are located outside of the building by the exit doors and in the barbecue covered area.

Persons observed violating this policy by anyone should contact a board member. All residents and visitors are expected to comply with this policy.

Voted on unanimously by BOD on 5/26/18.

TEKA VILLAGE POLICY REGARDING USE OF SOLAR LIGHTING

No solar lights are allowed in post lights throughout the community. Only incandescent or LED lights are acceptable. Our post lights illuminate our streets and must always be on for security and safety. Solar lights are weather dependent and may not illuminate in inclement weather.

Voted on unanimously by BOD on 5/26/18.



**TEKA VILLAGE HOMEOWNER'S
ASSOCIATION, INC.
2536 Star Lane
St Cloud, FL 34772
407-957-1220**



BOARD POLICY ON DELINQUENT ASSESSMENTS

Adopted 11/27/2017.

Assessments not paid by the 10th of the month incur a \$10.00 late fee.

Assessments and fees more than 90 days in arrears will be considered delinquent.

Delinquent accounts will accrue at 18% per year (1.5% per month) interest charge from the date that the assessment was originally due.

Any payment made to a delinquent account is first applied to interest and fees.

Delinquent accounts will accrue an \$8.00 administrative fee for each required communication sent to them by registered mail.

Delinquent accounts will accrue all necessary legal fees, paralegal fees, and Court costs.

Unresolved delinquent accounts will at the owner's expense, result in the creation of a Lien and the possibility of Foreclosure on their property.

Owners of delinquent accounts will lose their right to use common areas.

Owners of delinquent accounts will lose their rights to vote, hold office and attend Teka Village events.

Tenants of delinquent owners will be required to pay their rent to the Association.

Owners with delinquent accounts are advised to contact their attorney immediately for professional guidance.

IMPLEMENTATION

Immediately after January 10, 2018 all owners will be sent a notice explaining the Delinquent Assessment Policy and advising them if they are in arrears and if so, by how much. No penalties will be charged if all arrears are paid in full by February 1, 2018.

This policy goes into full effect and penalties will start to accrue on February 1, 2018.