

**The Century Farms Neighborhood Association, Inc.  
Policies and Guidelines  
and  
Committees and Description**

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## **Policies and Guidelines for The Century Farms Neighborhood Association, Inc.**

### **Structure:**

The Century Farms Neighborhood Association exists for the betterment of the Century Farms neighborhood. It has evolved and will continually improve through direct input from its directors and members (i.e., the homeowners). The policies and guidelines contained in the following pages are designed to help all interested parties understand the proper way in which our association operates. It is through these policies that the Board of Directors intends to serve the members of the Association.

### **The Century Farms Neighborhood Association Purpose:**

Ultimately, to uphold the association's duties and responsibilities as set forth by our Declaration of Covenants, Conditions, Restrictions and Easements for The Century Farms Neighborhood Association (Declarations), our By-Laws of The Century Farms Neighborhood Association (By-Laws), and our Rules and Regulations of The Century Farms Neighborhood Association (Rules). Also, to continually ensure that our neighborhood is dutifully served in regards to the follow-through of the Declarations, By-Laws, and Rules.

Create long- and short-term goals and plans to better our community, keeping in mind our fiduciary responsibility.

Take an active part in implementing these plans while helping the committees realize their goals.

Be the forum for the creation of new policies, guidelines, and procedures.

Promote community involvement through volunteer committees.

Provide unity and a spirit of neighborhood through structure and support.

Produce the innovations, creativity, and leadership for the implementation of these ideas.

Maintain our neighborhood standards and keep our image "first class" so as not to risk the decline of market value or lack of neighborhood participation.

Keep our standards high so there will be no question as to the integrity or decisions of the Board.

Work toward helping our neighbors in a neighborly, diplomatically and informational way.

Encourage discussion with neighbors as to their opinions on the pertinent issues. Get the broad perspective as to the desires of the neighborhood before casting our votes.

Keep confidential board information – confidential. Do not discuss confidential board information with family, neighbors or friends.

**The Century Farms Neighborhood Association**  
**Mission, Vision, Values and Beliefs Statement**

**Mission:**

Our mission is to meet our homeowner's expectations and to exceed them in areas that will increase our community awareness and promote neighborhood participation.

**Vision:**

Our vision is to have a neighborhood with "first class" standards and community involvement in which to raise our families with the most opportunities for social relationships and high-minded interaction.

**Values:**

Our values are based on being responsible for our community by first maintaining our own properties and then by volunteering to create more value in our community through committee objectives. We can accomplish this by cooperating with neighbors to enrich our community and common areas through community events and interactive committee participation.

**Beliefs:**

The CFNA Board believes that to have a "first class" neighborhood community involvement must be encouraged and promoted. By providing unity and spirit for the neighborhood, concern and support will develop for the betterment of the neighborhood. Creating and maintaining neighborhood standards is the foundation for this process in order to keep our image "first class" or otherwise risk the decline in market value for all homeowners.

## **The Century Farms Neighborhood Committees:**

To better serve the neighborhood and become fully aware of situations that arise within it, the Board will form and support the following committees, each of which will have responsibility for greatly assisting in the progress of this neighborhood.

Each committee will have a board director appointed as its liaison, as well as a Committee Chairperson. The Committee Chairperson will ultimately be responsible for attending to the main functions of the committee and encouraging neighborhood participation.

Each committee will provide the Board with innovations, creativity, and most importantly, leadership for the implementation of ideas as well as meeting any financial budget as allows. Committees may be established and terminated as issues arise and decline.

### **The Committees are:**

Architectural Guidelines Committee	Neighborhood Watch Committee
CF 10 Year Anniversary Committee	Newsletter Committee
Communications Committee	Rules and Regulations Committee
Financial Planning Committee	Social Committee
Natural Areas Committee	Welcoming Committee

The main functions of the Architectural Committee are to:

- Organize and create a process that homeowners may request information in regards to exterior architectural changes made to their home or property as those changes apply to the Declarations, By-Laws, Fence Resolution and Rules and Regulations.

The main functions of the CF 10 Year Anniversary Committee are to:

- Plan and organized the greatest 10 Year Anniversary Party ever by first planning a date that most homeowners will be able to attend that is not too close to 4<sup>th</sup> of July or the August Ice Cream Social.
- Organize activities that would be inclusive for all members of the neighborhood, from the adults to the teenagers (who feel left out due to the numerous younger age activities) to the younger children.
- Establish family sharing menus and ideas for the event.

The main functions of the Communications Committee are to:

- Organize and maintain the channels of communications within the neighborhood.
- Create and maintain a website to provide current information.
- Create and maintain on online phone directory with password protection and eventually a paper directory.

The main functions of the Financial Planning Committee are to:

- Ultimately plan for the future of Century Farms.
- Seek out and obtain bids from Reserve Study Accountant Firms who specialize in communities with multiple ponds.
- Breakdown the reserve study into an actionable plan with goals and dates.
- Create a Master Plan of all budget line item expenses complete with reminder dates to start the bidding process.
- Seek out alternative ways to handle large budget line items.
- Evaluate the previous budgets and determine how to assist the board in projecting the next year's budget.

The main functions of the Natural Areas Committee are to:

- Monitor and evaluate the needs of the wildflower/natural area and surrounding common areas.
- Interact with the association's landscaper and wildflower maintenance contractor in such a way to improve the service we receive and encourage more discussion on available options.
- Interact with vendors in regards to specific details needed for any challengers that arise. Some of the appreciated duties may include getting quotes, investigating options, organizing and submitting proposals to the board for consideration.
- When needed, form and supervise members to clean dirty common areas to avoid the need for additional expense paid to a contractor for the cleanup.
- Monitor and evaluate the needs of each pond and immediate surrounding common areas.
- Interact with the association's landscaper and pond maintenance contractor in such a way to improve the service we receive and encourage open discussion on available options.
- Interact with vendors in regards to specific detail needed for any challengers that arise. Duties may include getting quotes, investigating options, organizing and submitting proposals to the board for consideration.
- When needed, form and supervise members to clean common areas to avoid the need for additional expense paid to a contractor for the cleanup.

The main functions of the Neighborhood Watch Committee are to:

- Organize and maintain Neighborhood Watch Block Captains\*.
- Distribute Neighborhood Watch Material and Decals.
- Work with the Communications Committee to create a phone tree in case of dire emergencies, i.e. Missing child.
- Promote Naperville Police/Neighborhood Watch sponsored activities.

\*The main functions and of the Neighborhood Watch Block Captains are to:

- Distribute and collect CFNA information; i.e. directory forms, directories...
- Contact homeowners when a situation arises that require homeowner awareness.

The main functions of the Newsletter Committee are to:

- Create and maintain a valuable newsletter to be distributed to the neighborhood quarterly.

The main functions of the Rules and Regulations Committee are to:

- Help the Board maintain and update the Rules as appropriate, by conducting research and helping the Board gauge the members' interests in new Rules, as such sub-committees may arise to meet specific needs of the community, i.e.: architectural, landscaping, park.
- Help the Board ensure that all members possess a current copy of and understand the Rules.

The main functions of the Social Committee are to:

- To coordinate and create excitement for neighborhood social and annual events. Each event's coordinator is responsible for organizing event, placing event information/flyer in advance of the in the newsletter to garner neighborhood support, write up an event follow up for the following newsletter to spread the good news.

Each event may have sub-committees of their own to ensure specific events success. Such events are listed below as well as their approximate dates.

Dinner Clubs	Quarterly (Dates TBD by club members)
Spring Egg Hunts	Mid March / Mid April (one week before Easter)
Garage Sale	June
4 <sup>th</sup> of July Bike Parade	July
National Night Out/Ice Cream Social	First Tuesday night of August
Neighborhood Clean Up	Quarterly

The main functions of the Welcoming Committee are to:

- Welcome new neighbors into the community.
- Assemble valuable packages of information in regards to our community and to distribute to the new members.
- Confirm new members have the most recent copies of the Declarations, the By-Laws, and the Rules, plus other items when available such as the last CF Newsletter, directions to access the CF Chatlist and the Association Directory when finally produced.
- To invite new neighbors to neighborhood social and annual events. Find out what events or social activities they liked from their last neighborhood.

## **Rules of Order:**

The need for rules of order is to respect the time and the opinions of those who volunteer for The Century Farms Neighborhood Association and its committees. Since these are volunteer bodies, we need to remember and respect the members' personal lives, business lives, and other obligations the members may have. Thus, the rules of order have been written to allow equal and fair representation of each of the members but not at the expense of the other members' time. These rules of order are based in part from Robert's Rules of Order per Century Farms Neighborhood Association Declarations to provide fair and balanced discussion at such meetings.

- A. Time Limit.** Meetings shall last no longer than 2.0 hours, unless a majority of member's present votes to extend it.
- B. Agenda.** The President of the Association shall create an agenda to have it approved by fellow board members prior to each meeting with at least 72 hours in advance of meeting. According with our Declarations, the agenda must be approved by the board members (with a majority). In order to place an item on the agenda it must be submitted to the Board, no later than three days prior to the meeting. A copy of the finalized agenda shall be e-mailed (or otherwise delivered) to each director or Committee member no later than two days prior to the meeting. Each director or Committee member shall be provided a hard copy of the finalized agenda at the meeting.
- C. Discussion.** Discussion on each topic should be limited to twenty minutes. A one time ten-minute extension of discussion may be granted if requested by any individual director or Committee member after which a vote must occur. No further discussion will be allowed during the current meeting unless majority consent of those present is given. Either a vote or a motion to table the item must occur. No member in attendance is allowed to abstain without due cause. If no majority prevails, the vote is set aside until the next meeting. If the issue is not resolved at the following meeting, it may be tabled for a second time and set aside again until the next meeting. At this point, the issue must either be resolved or dropped.
- D. Board Member Contribution.** For Board meetings, each director is limited to a maximum of 4 minutes of comments on each item (e.g., 5 members x 4 minutes = 20 minutes). Every director has the right to contribute his or her thoughts and this right will be protected by time limits. Any meeting which shows the need shall designate an official time keeper to ensure time limit compliance.
- E. Decisions.** Once a decision is made it shall be implemented. A quorum of the board members must be present for any vote to be valid. A majority vote decides all issues.
- F. Published Minutes.** The minutes of each meeting will be e-mailed to all directors for their consent within 1 week of the meeting. Each director will then either comment or approve the minutes for the distribution to The Century Farms Website. These minutes, although approved for distribution, will still need finalized approval via ratification, by majority vote, at the next meeting. These minutes should then be posted on the website no later than 2 weeks following the meeting; though will otherwise be available to any member who requests a copy within 1 week of the meeting and upon approval of the minutes by the board.

- G. Attendance.** Attendance at Board meetings demonstrates respect for the director's responsibilities to the members and to the other directors. Each meeting will be scheduled in accordance with all the director's schedules to maximize attendance.
- H. Avoiding conflicts of interest and the appearance of conflicts of interest**
- a. Having a strong personal opinion on an issue when a director should be seen as objective.
  - b. Preventing conflicts of interest between the Board's actions and a director's personal or professional activities.
- I. Occurrence.** Meetings are to be scheduled as per the Declarations and the By-laws. The president reserves the right to call additional meetings at his or her discretion, though a quorum of the board members must be present for a meeting to be a voting meeting. When an unscheduled meeting is called, it will respect any schedules the directors' may already have and are not able to change. Unscheduled meetings must also follow all the guidelines as set by these Rules of Order.

### **Procedures and Protocol:**

#### Approval for Expense Reimbursement

- Before any expense, authorization from the President and Treasurer is required to provide and maintain our fiduciary responsibility to the members.
- President and Treasurer may make expenses up to \$100 without prior board authorization for implementation of board authorized duties.

#### Speaking on behalf of the Board on the Chat List

- All emails directed to the board via the chat list or the [cfna-board@yahoogroups.com](mailto:cfna-board@yahoogroups.com) must be responded to in a timely manner.
- All emails must provide an answer in a neighborly and diplomatically informational way.
- All emails must be responded respectful of the community, i.e. if the email addressed to the board was sent over the chat list, then the answer sent must be responded to over the chat list, even if the answer is that we will contact them personally to discuss the issue.
- All emails must be spell checked and proofed before being sent. Our standards will be at stake if emails are sent without extending this minor effort.
- Standard email messages will provide a way to answer in a timely manner while quelling the frustration of the member. This will provide the board the time it needs to obtain the information and be able to answer the message more effectively. Standard email messages should contain an acknowledgement of the issue and a simple response such as the board is looking into this issue and will send you an email personally upon resolution.

More Procedures will be added as needed.