

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

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Date Approved: 10/1995

Date Amended: 11/18/2010

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OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Policy No. 10-01

Subject: ESTABLISHMENT OF BOARD POLICY MANUAL Page 1 of 1

Date Approved: 10/95

Date Amended: 11/18/2010

The Board of Directors will approve and publish policies to govern in administrative and operational matters not specifically covered in the Declaration of Covenants, Conditions and Restrictions or the Bylaws.

Before adopting, amending or repealing any rule the Board of Directors shall give all unit owners notice of:

1. It's intention to adopt, amend, or repeal a rule and provide the text of the rule or proposed change ; and
2. a date on which the Board of Directors will act on the proposed rule or amendment after considering comments from unit owners.
3. Following adoption, amendment, or repeal of a rule, the association shall notify the unit owners of its action and provide a copy of any new or revised rule.

Each policy approved by the Board of Directors will be included in the official Board Policy Manual, which will be maintained by the Board Secretary. Duplicate manuals will be provided to the Board Members and the Management Company. A copy of the Board Policy Manual will be available to all Oakshire Residents at each Board meeting.

The Board Policy Manual will contain (1) General Policies, and (2) Operating Policies which relate to the specific standing committees.

Following are the sections of the Manual:

<u>Section Number</u>	<u>Section Name</u>
10.....	General
20.....	Architectural
30.....	Clubhouse, Pools and Tennis Courts
31.....	Clubhouse
32.....	Pools
33.....	Tennis Courts
40.....	Finance
50.....	Insurance and Security
60.....	Land Services
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71.....	Community Publications
72.....	Welcoming Committee
73.....	Bereavement Committee
80.....	Social

Within each section, the Policies will be numbered consecutively as they are approved, starting with "01."

OAKSHIRE HOMES ASSOCIATION

Board Policy Manual

Policy No. 10-02

Subject: COMMITTEES

Page 1 of 1

Date Approved: 05/96

Date Amended:

Standing Committees are established in the Declaration of Covenants, Conditions and Restrictions or the Bylaws. They are also established as needed by the Board of Directors.

Ad Hoc Committees are established by action of the Board of Directors.

A Member of the Board of Directors is appointed by the President to be liaison with each standing committee.

The chairperson of each committee recruits the committee members and appoints committee member(s) to be the vice chairperson(s). Specific areas of responsibility are assigned to each of the committee members. Thus, the different areas of responsibility can be worked on simultaneously and there will be no undue burden on any one individual.

Committees are responsible for the development of line item operating and capital budgets for the next calendar year. Budgets are to be submitted to the treasurer on or before October 1 each year.

Committees are responsible for the development of long-range maintenance and replacement budgets. These are to be submitted to the treasurer each year so they can be included in the overall master plan for establishing reserve funds, which will then be available when replacements or renewals are required.

Committee chairpersons are responsible for maintaining a close working contact with the Management Company.

Committee chairpersons also are responsible for submitting written monthly reports of committee activities to the Board for review at each Board meeting.

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Policy No. 10-03

Subject: OPEN MEETINGS

Page 1 of 1

Date Approved: 09/95

Date Amended:

All meetings of the Oakshire Homes Association, Board meetings and committee meetings are conducted in an open forum. Owners and Residents are welcome to attend all such meetings where Association activities are discussed and policy is established. At the appropriate time during the meeting, attendees may present requests for consideration at committee meetings, as well as at Board meetings.

Dates and times of regularly scheduled meetings are published in advance in the Association's monthly newsletter.

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Policy No. 10-04

Subject: PARLIAMENTARY PROCEDURE

Page 1 of 1

Date Approved: 09/95

Date Amended: 11/18/10

Meetings of the Oakshire Homes Association and of its Board of Directors will be conducted according to Roberts Rules of Order.

OAKSHIRE HOMES ASSOCIATION

Board Policy Manual

Policy No. 10-05

Subject: ASSOCIATION CONTRACTS

Page 1 of 1

Date Approved: 09/95

Date Amended: 4/27/06

The Oakshire Homes Association committees are responsible for developing work schedules and specifications for work to be performed in Oakshire by independent or outside contractors for the Oakshire Homes Association.

The Management Company will solicit proposals or bids from qualified contractors, using specifications and criteria developed by the committees.

All Oakshire Homes Association contracts must be approved by the Executive Committee, which shall consist of the President, Vice President, Secretary and Treasurer, and must be signed by two Association officers. Contract awards normally will be based upon the recommendation of the property manager and the committee responsible for developing the specifications and criteria.

Change orders during a construction period may be approved by the Executive Committee upon the recommendation of the Architectural Committee and must be reported at the next Board of Directors meeting.

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Policy No. 10-06

Subject: TRASH DISPOSAL

Page 1 of 1

Date Approved: 09/95

Date Amended: 01/22/04

Trash must be placed in securely tied plastic bags or in closed containers.

Trash and recycle bins must be at curb side by 7:00 a.m. on the designated day of pick-up, but may not be placed at curb side before sundown of the evening which precedes the pick-up.

Reusable trash containers must be returned to the garage as quickly as possible following pick-up.

For disposal of unusually large articles, the Resident should contact the waste disposal company for pick-up. There will be a charge to the Resident for this pick-up.

All Residents are encouraged to recycle. There is no charge to the Resident because the recycling fee is paid by the Oakshire Homes Association.

The Management Company and the waste disposal company renegotiate the fees for the disposal of trash and recycled materials each year.

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Policy No. 10-07

Subject: SPEED LIMIT

Page 1 of 1

Date Approved: 09/95

Date Amended:

The speed limit within Oakshire is 20 miles per hour.

OAKSHIRE HOMES ASSOCIATION

Board Policy Manual

Policy No. 10-08

Subject: SALE OF RESIDENTIAL PROPERTY

Page 1 of 1

Date Approved: 10/95

Date Amended: 6/24/2011

The Owner of a residential Oakshire unit has the following responsibilities in order to complete the sale of her/his unit:

1. Notify the Management Company of the intent to sell the property.
2. When a buyer has made an offer for the property and the Owner has accepted the offer, the Owner must notify the Management Company of the impending sale.
3. Before the closing, the Owner/Seller must turn over to the Management Company the following items:
 - A. The copy of the Declaration of Covenants, Conditions and Restrictions.
 - B. The Bylaws.
 - C. The keys to the swimming pools and tennis courts. A fee of \$25.00 will be assessed for failure to comply with this requirement.
4. Before closing, the Owner/Seller must be current on all dues and assessments levied by the Association.

The Management Company is the authorized agent representing the Oakshire Homes Association at the closing of a sale of a residential Oakshire unit and has the following responsibilities:

1. Before the closing, remind the Owner/Seller, the realtor, and the closing agent of any unpaid dues or assessments.
2. At the closing, to collect any unpaid dues and assessments.
3. Before the closing, to notify the Owner/Seller of the requirement that he/she turn over to the Management Company the Declaration of Covenants Conditions and Restrictions, the Bylaws, and the keys to the swimming pools and the tennis courts.
4. At the closing, to collect the \$25 fee if the items in 3, above, are not surrendered.
5. At the closing, to inform the buyer of the current dues and special assessments, the payment schedule for them, and the recommended method of payment.
6. At the closing, to provide the buyer with the Declaration of Covenants, Conditions and Restrictions, the Bylaws, the keys to the swimming pools and the tennis courts, and a supply of payment envelopes.

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Policy No. 10-09

Subject: GARAGE AND ESTATE SALES

Page 1 of 1

Date Approved: 10/95

Date Amended: 1/19/10

Garage and estate sales are permitted in the Oakshire community, subject to the following conditions and restrictions:

1. Sales are limited to two (2) per unit per year and the two sales cannot be held any closer than thirty (30) days from each other. Garage sales are further regulated by Overland Park Municipal Code 5.44. Please contact the City of Overland Park, or visit their web site for their regulations.
2. Oakshire residents or others responsible for the conduct of the garage or estate sales are required to take reasonable precautions to ensure that such sales do not intrude upon the rights or privacy of surrounding residents.
3. Care must be exercised to ensure that vehicles are not parked in a manner that blocks or impedes the movement of emergency vehicles or other traffic.
4. Refreshment stands or other temporary structures are prohibited in common areas or streets in conjunction with such sales.
5. Playing sound or music systems is prohibited outside the unit in common areas or in the driveway as part of the sale activity.
6. Using existing Oakshire signage to advertise or support your signage is prohibited.
7. All signage must be removed immediately following the end of the sale.

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Subject: QUALIFICATION FOR NOMINATING COMMITTEE
AND BOARD MEMBER

Policy No. 10-10
Page 1 of 1

Date Approved: 01/22/04

Date Amended: 11/18/10

Annually, the current Association Vice President will serve as the chair of the Nominating Committee. He/She will select Unit Owners who are Association Members in Good Standing to serve as members of said Committee. Member in Good Standing is defined as follows: current with all payments relating to monthly fees, special assessment payments and insurance coverage, and compliant with individual unit maintenance responsibilities as defined in the Declaration of Covenants, Conditions and Restrictions and the Association Board Policies.”

Each year, three (3) directors will be elected to serve a three (3) year term. The Nominating Committee will present the names for election at the Annual Meeting. Nominees must be Members in Good Standing as defined in paragraph 1. The nominees will be elected by a majority of the outstanding votes present at such Annual meeting. The three (3) candidates who receive the highest number of votes will be declared elected.

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Policy No. 20-01

Subject: MAINTENANCE OF RESIDENCES

Page 1 of 2

Date Approved: 05/96

Date Amended: 01/22/04

In order to maintain its unique appearance, all buildings and appurtenances in the Oakshire community are required to have uniform exterior décor; i.e., stucco, paint, sun screens, decks, roofs, driveways, sidewalks and any other physical features. The Board of Directors has delegated the administration of this policy to the Architectural Committee.

The Architectural Committee has the responsibility for the long-range planning of outside maintenance on all units. They also are responsible for scheduling the outside maintenance work.

The residential exterior maintenance for which the Oakshire Homes Association is responsible includes

repair, care and replacement of the following:

1. All roofs. When new shingles are required, only Timberline shingles will be used.
2. Gutters and downspouts.
3. Siding surfaces. All replacements or changes to exterior surfaces must be approved by the Architectural Committee and the Board.
4. Trim.
5. Front porches.
6. Walks and driveways.
7. Perimeter and connecting fences which are not a part of the patio area.
8. All exterior painting, including front doors and garage doors on a schedule to be determined by the Architectural Committee and the Board.
9. Retaining walls, including those within a patio area, on a “most needed” schedule.
10. Surface drainage problems in the common areas. The work must be recommended by the Architectural Committee and approved by the Board.

OAKSHIRE HOMES ASSOCIATION

Board Policy Manual

Policy No. 20-01

Subject: MAINTENANCE OF RESIDENCES

Page 2 of 2

Date Approved: 10/95

Date Amended: 01/22/04

The residential exterior maintenance for which the Owner is responsible includes repair, care and replacement of the following:

1. All glass surfaces and the screens covering them. Windows, storm windows, storm doors, patio doors and all screens.
2. Front doors.
3. Garage doors.
4. Air conditioning compressors and pads.
5. Foundation.
6. Chimney and chimney caps.
7. Spark arresters.
8. Lightning rods.
9. Exterior lights and fixtures.
10. Attic roof vents.
11. Exhaust fans.
12. Electric and wind turbines.
13. Termite damage, repair and control.
14. Patio fences and gates. All improvements within the patio area including concrete steps and pads, sun screens, decks and stairways, whether attached or unattached to the unit.
15. Skylights. Owners are required to provide a signed waiver in which the Oakshire Homes Association is relieved of any responsibility for leaks, roof damage or other structural damage that may result from installation of the skylight.
16. Lawn sprinkler systems. A signed waiver is required of the Owner in which the Association is relieved of responsibility for repairing any damage to the system by mowing or other factors.
17. Alterations to a unit. Alterations which represent a structural change to the unit must be approved by the Architectural Committee and the Board, prior to the construction or installation.

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Policy No. 20-02

Subject: OWNER CONTRACTS

Page 1 of 1

Date Approved: 10/95

Date Amended:

Owners may not enter into contracts with independent contractors for the maintenance or improvement of their units when such work involves the temporary use of paved or landscaped common areas without the knowledge, cooperation and approval of the Oakshire Homes Association.

Owners may not enter into contracts with independent contractors to change the grade level or otherwise change common areas to modify drainage. Therefore, a specific problem will not be corrected in a manner which may result in greater problems for others, as well as additional costs for the Oakshire Homes Association. All modifications of common areas to solve drainage problems must be administered through the Architectural Committee and the Management Company.

Construction materials, debris resulting from work performed on an Owner's premises, and the contractor's tools and equipment may not be stored on landscaped or paved common areas without prior authorization to do so from the Board of Directors. Such authorization will include the specific dates during which the storage is permitted.

The Owner is responsible to see that the contractors remove the items and material stored on Common Areas as scheduled and that Common Areas are restored to their pre-construction and pre-storage condition. If it becomes necessary for the Oakshire Homes Association to arrange for the removal and restoration, the cost will be the responsibility of the Owner and will be billed to him/her.

OAKSHIRE HOMES ASSOCIATION

Board Policy Manual

Policy No. 20-03

Subject: UNIT EXTERIOR REQUIREMENTS

Page 1 of 1

Date Approved: 04/25/2002

Date Amended: 07/22/2004

All Oakshire Owners will comply with the following Unit Exterior Requirements. Any deviation from these stipulations must be approved in writing from the Architectural Committee and the Board.

Garage Doors

It shall be the responsibility of the Owner to repair and/or replace a unit garage door. The Owner may choose either a flat or paneled door, **without windows**. The exterior of the garage door shall comply with the approved color scheme for the community. If a new door or replacement panel does not comply with the color scheme and it is longer than three (3) months until a scheduled Association painting, it shall be the Owner's responsibility to paint the door to comply with the approved color.

Front Doors and Stoops

It shall be the responsibility of the Owner to repair and/or replace a unit front door. The Owner may choose any design he/she may wish to install. The color of the front door shall be either the house or trim color of the Oakshire complex.

Storm doors shall be black, brown, or as close to one of the two Oakshire paint colors as possible. White storm doors are expressly prohibited, except for those existing prior to April 25, 2002, which are "grandfathered." When an existing white door is replaced, it must be replaced with the approved colors.

The Owner shall be permitted to install wrought iron railings on the stoop. The color of the wrought iron shall be black only; any other color is expressly prohibited. Repair and maintenance of the railing will be the responsibility of the Owner.

The Owner shall be permitted to install tile on the front stoop at his/her own expense. Maintenance of the tile shall be the responsibility of the Owner.

The Owner shall **not** be permitted to install any type of carpeting on the front stoop.

Fences

All fences shall be the responsibility of the Owner. They shall be wood with a natural color.

Windows

Windows may be replaced with double-hung or casement windows. The replacement windows shall be sized as close as possible to the original window size and have muntins (cross-bars). The frames and muntins shall be bronze or as close as possible to one of the two Oakshire paint colors. White windows are expressly prohibited.

OAKSHIRE HOMES ASSOCIATION

Board Policy Manual

Policy No. 20-04

Subject: COMMUNITY EXTERIOR STANDARDS

Page 1 of 2

Date Approved: 01/22/2004

Date Amended: 4/24/14

Residents should familiarize themselves with the Governing Documents of Oakshire. As residents of a community with “common area,” we owe it to ourselves and our neighbors to show respect for one another and practice the principles of living cooperatively in a community such as ours.

All residents should take responsibility for maintaining a high standard of exterior beauty within Oakshire. We need to remember that all area outside of the foundations of the units is actually “common area.”

On April 28, 2005 the board of directors approved the formation of the “Community Standards Committee.” The purpose of this committee is to act on behalf of residents to uniformly and equitably address any non-compliance issues. All requests for committee action must be referred to the board of directors.

All Oakshire residents shall comply with the following requirements:

- 1) The Lawn Services Committee has a listing of “approved” shrubs and trees. Residents should consult with this Committee before adding landscaping.
- 2) Nothing should be permanently located on the common areas including, but not limited to, flag poles and lawn furniture. Small tables, chairs, or a bench may be situated on the front porch area. Small statuary, stepping stones or flower beds are acceptable
- 3) Signs. One temporary “For Sale” sign that does not exceed (24” x 24”) in size may be erected in the yard by an owner or agent. Campaign signs for candidates for public or Association office may be displayed for a period prior to an election not to exceed 30 days. Any other signs of any kind on any part of Oakshire is expressly prohibited.
- 4) Flowers and plant containers may be placed in the area normally considered to be the front shrubbery area. Vegetable gardens, including tomato plants, must be confined to the interior patio area. Residents wishing to add flower beds or stone or brick borders around a tree located on common areas should consult with the Land Services Committee.
- 5) Driveways are reserved for the parking of vehicles only.
- 6) Low voltage lighting in the front areas of the unit is acceptable (and helpful). Other decorative exterior lighting should be limited to appropriate holiday displays during the season that is being celebrated.

OAKSHIRE HOMES ASSOCIATION
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Policy No. 20-04

Subject: COMMUNITY EXTERIOR STANDARDS

Page 2 of 2

Date Approved: 01/22/2004

Date Amended: 4/24/14

- 7) Basketball hoops or skateboard ramps may not be permanently installed on any unit or common area. Skateboard ramps are prohibited on streets, driveways and all common areas.
- 8) Appurtenances, with the exception of house numbers, lights, mail boxes, window boxes and flag pole holders, may not be attached to the exterior of the units. Window air conditioners are NOT permitted on the outside of any unit. Nothing should be attached to the exterior of the patio fences.
- 9) Unit windows should not be covered with aluminum or paper sheeting.
- 10) Unit patio areas must be maintained by the Unit Owner so as not to affect Common Areas, other Units, or the Community in whole or in part. Conditions which may be noxious or injure the reputation of the Community shall be promptly corrected by the Unit owner.

Residents/Owners who do not comply with these requirements will be contacted by the Community Standards Committee and/or the management company at the direction of the Association Board of Directors and asked to correct the violation(s). If the violation(s) continues, the Association will send a second notice stating that the violation(s) will be removed at the Resident's/Owner's expense.

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Policy No. 20-05

Subject: PARKING OF VEHICLES

Page 1 of 1

Date Approved: 05/25/2006

Date Amended: 11/18/10

Parking of any Oakshire Owner/Resident vehicle on Oakshire streets overnight is strictly prohibited. Any vehicle parked in violation of this prohibition may be removed at the homeowner's expense.

Guests and invitees of unit owners/residents may, for a period not to exceed forty-eight (48) hours, park their vehicles on Oakshire streets overnight or park, at their own risk, in the clubhouse parking area provided as part of the common area.

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Policy No. 31-01

Subject: CLUBHOUSE — ALCOHOL, SERVICE AND USE

Page 1 of 1

Date Approved: 05/96

Date Amended:

The Oakshire Homes Association does not have a license to dispense alcoholic beverages. Therefore, its liability insurance policy will not cover incidents related to serving alcoholic beverages.

As required by city, county and state law, alcoholic beverages may not be served to anyone under twenty-one (21) years of age, nor may such persons be allowed to imbibe alcoholic beverages on Oakshire property.

If the attendees ARE NOT CHARGED for ANY PORTION of a function at the Clubhouse, whether it is a private function sponsored by a Resident or a function sponsored by the Oakshire Homes Association, alcoholic beverages may be served at that function.

If the attendees ARE CHARGED to attend a function at the Clubhouse, whether it is a private function sponsored by a Resident or a function sponsored by the Oakshire Homes Association, alcoholic beverages MAY NOT BE SERVED at that function. However, attendees may bring their own alcoholic beverages, which they can use in conjunction with "set-ups" (non-alcoholic beverages, cups, containers and ice) which may be sold by the sponsor.

OAKSHIRE HOMES ASSOCIATION

Board Policy Manual

Policy No. 31-02

Subject: CLUBHOUSE RENTAL TO RESIDENTS AND OWNERS

Page 1 of 2

Date Approved: 05/96

Date Amended: 05/27/04

The Oakshire Homes Association will maintain an attractive clubhouse for the enjoyment of its Owners and Residents.

Owners and Residents may rent the Clubhouse for private parties. They will be charged a rental fee as determined by the Board of Directors. A formal written, standard contract is executed for each rental transaction. The contract is initiated by the Management Company at the request of the Owner or Resident.

The Board reserves the right to establish dates and periods when the Clubhouse will not be available for rental.

The following Clubhouse Rental Rules have been established by the Board:

1. Only Oakshire Residents or Owners may rent the Clubhouse.
2. Reservations must be made through the Management Company. Dates are available on a “first come, first served” basis. The Management Company will initiate the rental contract.
3. Use of the north swimming pool and the north swimming pool area are not included in the rental. When the pool is “open,” normal swimming activities will continue even though the Clubhouse is rented. Swimmers share the restrooms in the Clubhouse.
4. The Owner or Resident who rented the Clubhouse must be in the Clubhouse as long as any of the guests are there.
5. The current rental fee for the Clubhouse \$75.00. The deposit fee is \$100.00. The renter must enclose two checks—one for the rental and one for the deposit—with the signed contract when returning it to the Management Company. The deposit is refundable after it has been determined by the Management Company that there is no damage to the Clubhouse, its furniture or its equipment.
6. The Owner or Resident is responsible for the Clubhouse building and its contents during the reserved time. Upon arrival at the Clubhouse, any unsuitable conditions must be reported immediately to the Management Company, a Member of the Board, or the Clubhouse Committee Chairperson. The Owner or Resident assumes full responsibility if this action is not taken.

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Policy No. 31-02

Subject: CLUBHOUSE RENTAL TO RESIDENTS AND OWNERS

Page 2 of 2

Date Approved: 05/96

Date Amended: 05/27/2004

7. The premises must be cleaned as described in the rental contract.
8. The Management Company will determine the extent of any damages to the property or furnishings. The cost of the damage will be deducted from the deposit. If the damages exceed the amount of the deposit, the Management Company will notify the Board. Damages over the amount of the deposit will be assessed against the Owner and are payable to the Oakshire Homes Association. Failure to pay for the damages within sixty (60) days will be sufficient cause for the Board to file a lien against the property of the Owner.
9. The Clubhouse may NOT be used for the promotion, display or sale of any product or service.

OAKSHIRE HOMES ASSOCIATION

Board Policy Manual

Policy No. 32-01

Subject: SWIMMING POOLS — GENERAL

Page 1 of 2

Date Approved: 09/95

Date Amended: 4/09

The Oakshire Homes Association maintains two swimming pools for the enjoyment of its Residents and Owners. The pools will be operated in accordance with applicable laws and ordinances.

Both pools are open from Memorial Day through Labor Day. Pool hours are:

Sunday through Thursday	6:30 a.m. to 10:30 p.m.
Friday and Saturday	6:00 a.m. to midnight

Each Oakshire Unit (Residence) has been issued one identification tag to which is attached a non-duplicatable key which unlocks the gate at both pools. If lost, the tag and key will be replaced by the Clubhouse Committee Chairperson, who will require a signed statement stating the key has been lost, together with payment of the key replacement fee of \$10.00

There is **NO LIFEGUARD** on duty at any time at either pool.

The following rules for use of the pools have been established by the Board of Directors.

1. Food and beverages are allowed in the pool providing the beverages are in metal, plastic or paper containers.
2. Children under twelve (12) years of age must be accompanied by an adult.
3. Swimmers must wear conventional swimwear. Jeans and cutoffs are **NOT** permitted.
4. The following activities are **NOT** permitted:
 - A. Diving into the pool.
 - B. Playing on or in the North pool waterfall.
 - C. Running in the pool area.
 - D. Playing with pool equipment and controls.

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Board Policy Manual

Policy No. 32-01

Subject: SWIMMING POOLS — GENERAL

Page 2 of 2

Date Approved: 05/95

Date Amended: 04/09

5. Items made of glass are not permitted in the pool area.
6. Pets are not permitted in the pool area.
7. Battery operated radios, tape recorders and similar sound devices are permitted, provided their operation does not disturb others. Playing of sound devices is **NOT** permitted after 10:00 p.m.
8. Smokers are required to use the ash trays provided.
9. Owners and Residents are permitted to invite guests to use the pools under the following conditions:
 - A. The maximum number of guests from one household at any one time is **four (4)**.
 - B. The Owner or Resident **MUST** be with their guests in the pool area.

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Policy No. 33-01

Subject: TENNIS COURTS

Page 1 of 1

Date Approved: 09/95

Date Amended:

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1. Courts are for Oakshire residents and guests only.
 2. Courts are for tennis only — no bikes, skates, rollerblades, toys, skateboards, etc.
 3. Residents must have I.D. tag — attached to key.
 4. Proper attire; tennis shoes only.
 5. Players will keep courts clean and put all trash into containers.
 6. No food or glass.
 7. Proper conduct and courtesy — limit play to 45 minutes if others are waiting.
 8. No pets.
 9. An adult must accompany players under 12 years of age.
 10. Lock gates when leaving.

The one key issued to all residents will open gates on both pools and the east gate of the tennis courts.

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Policy No. 40-01

Subject: FINANCE COMMITTEE

Page 1 of 1

Date Approved: 10/95

Date Amended: 11/18/10

The Board of Directors will establish a Finance Committee to advise and assist the Treasurer in preparing the annual budget.

The Finance Committee will solicit budget proposals from the Chairperson of each standing committee and submit a recommended budget to the Treasurer.

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Policy No. 40-02

Subject: ACCOUNTING

Page 1 of 1

Date Approved: 05/96

Date Amended: 12/2003

The Oakshire Homes Association's fiscal year and accounting period is from January 1 through the following December 31.

Financial transactions and statements must be reviewed annually by a firm of independent certified public accountants. A report of their examination must be prepared for presentation at the Oakshire Homes Association's Annual Owner's Meeting.

The financial records of the Oakshire Homes Association, including billing and accounts receivable for dues and assessments, are maintained by the Management Company, which is required to use systems and procedures appropriate for a townhouse community and consistent with generally accepted accounting principles.

Monthly financial statements will include actual and accrued income and expenses for the current month and year-to-date, together with a comparison of the budgeted amounts for the period.

An Accounting Manual is maintained by the Oakshire Homes Association. It includes a chart of accounts and descriptions of accounting procedures in effect. The Secretary will keep a copy of the Accounting Manual in the official Policy and Operations Manual of the Oakshire Homes Association. Copies of the Accounting Manual will also be provided to the President, the Property Manager, the Association Treasurer, the Management Company Accounting Department, and the Certified Public Accounting firm engaged by the Association.

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Policy No. 40-03

Subject: AUTHORIZED SIGNATURES

Page 1 of 1

Date Approved: 10/95

Date Amended:

Pursuant to provisions of the Association's Bylaws, all Association checks require two signatures.

Those persons authorized to sign checks are:

Treasurer
President
Vice-President
Secretary

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Policy No. 40-04

Subject: REPAIR AND REPLACEMENT FUND

Page 1 of 1

Date Approved: 08/95

Date Amended: 11/18/10

The Association will fund a Reserve Account out of current income for repairs and replacements within the community.

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Policy No. 40-05

Subject: INVESTMENTS

Page 1 of 1

Date Approved: 05/96

Date Amended: 11/18/10

Any cash that will not be needed to meet current expenses may be invested in U. S. Government obligations.

The finance committee will review the treasurer's projections of cash needs and recommend investment options.

The treasurer will make direct purchases of investments at the direction of the board of directors.

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Policy No. 40-06

Subject: PAYMENT OF DUES AND ASSESSMENTS

Page 1 of 2

Date Approved: 05/96

Date Amended: 08/26/10

The Owner or other responsible party is expected to pay dues and special assessments on a timely basis. No monthly statements are issued by the Oakshire Homes Association.

On or before January 1 of each year, Owners or their agents are notified of the amount of the monthly charge for dues and assessments. Accompanying this notice, there will be a supply of pre-addressed envelopes.

Payment for dues and special assessments is due on the first day of each month. They are delinquent after the 12th day of the month.

Checks are to be made payable to "Oakshire Homes Association". Payments are to be mailed to:

Curry Association Management, Inc.
Dept. 0603
P.O.Box 419263
Kansas City, MO 64193-0603

Payments can also be made by electronic transfer, automatic withdrawal, or via the Curry internet web site.

Accounts that remain unpaid as of the 12th day of each month (12 days)

Correspondence will be mailed from the Oakshire Board of Directors indicating a past due balance and a \$20 late fee assessment.

Accounts that remain unpaid – 1 month (30 days delinquent)

Correspondence will be mailed from the managing agent indicating a past due balance, including late fees. An additional \$20 late fee will be applied. Regulations pertaining to the Federal Fair Debt Collection Act will be addressed

Accounts that remain unpaid – 2 months (60 days delinquent)

Correspondence will be mailed from the managing agent demanding payment of all past due balances, including late fees. An additional \$20 late fee will be applied. Correspondence will indicate that if payment is not made, a lien will be filed against the unit and collection efforts will be initiated. All lien fees and collection charges will be added to the delinquent account.

Accounts that remain unpaid – 3 months (90 days delinquent)

Correspondence will be mailed from the managing agent indicating a lien has been filed. An additional \$20 late fee will be assessed and a lien-processing fee of \$125.00 will be added to the account.

Until such time as the lien has been satisfied including all costs incurred by the Association: (1) The Association will terminate all exterior maintenance activities as required under **POLICY NO. 20-01** of this policy manual. (2) All services provided by the Association may be discontinued subject to personal safety considerations. The Board reserves the right to publish all outstanding past due accounts in the community newsletter and on the Oakshire website.

Accounts that remain unpaid – 4 months or more (120 + days delinquent)

Accounts are turned over for collection upon the outstanding balance reaching \$1,000.00 and a \$20 late fee will be added for each addition month of delinquency.

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Policy No. 50-01

Subject: SECURITY

Page 1 of 1

Date Approved: 10/95

Date Amended:

The Oakshire Homes Association Board of Directors expects Owners and Residents to help improve the overall security of the Oakshire community by:

1. Installing automatic timers on their outside garage lights and setting them to burn each night from dusk to daylight.
2. Using light bulbs of at least 60 watts in outside garage fixtures, as recommended by the City of Overland Park.
3. Assuring that street numbers on their house are clearly readable from the street, **both day and night**.
4. Watching and being alert to happenings in the community and calling the police whenever suspicious activities are noticed. (In cooperation with the Overland Park Police Department, the Board of Directors has established Oakshire as a “Neighborhood Watch Area.”)

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Subject: Insurance
Date Approved: 09/95
Date Amended: 01/09/08

Policy No. 50-02
Page 1 of 1

Owners and Residents are required to notify the Management Company immediately of any event, incident or occurrence which might result in an insurance claim in which the Oakshire Homes Association has an interest or equity. This notification is in addition to any report made by the owner or Resident to his/her own insurance carrier.

The Oakshire Homes Association Board of Directors in recognition of the responsibility to preserve and protect the continued existence of the Association resolves that:

1. All unit owners shall be required to procure and maintain insurance as set forth in Article IX Insurance of the Oakshire Homes Association, Inc. Declaration of Covenants, Conditions and Restrictions.
2. In the event of an insured loss to the exterior of an owner's unit, and for which the Association provides maintenance as described in Article VI – Section 1 of the Oakshire Homes Association, Inc. Declaration of Covenants, Conditions and Restrictions. The Association shall obtain an estimate for the repairs or replacement. When repairs or replacement are completed the Association shall be entitled to the proceeds of the unit owner's Homeowners Insurance policy covering such loss. If the insurance proceeds are inadequate to cover the total cost of the repair or replacement of the unit, the Unit Owner shall be required to contribute the amount of any deductible which was applied to such insurance proceeds.
3. In the event of loss to multiple units within Oakshire resulting from a single occurrence, each Owner shall be responsible for making emergency repairs as soon as practicable to prevent further damage. The Association shall not be responsible for the cost of repair or replacement to the exterior of any unit resulting from the owner's failure to make such emergency repairs. In no event shall the Association be responsible for damage to the interior of a unit.
4. In the absence of the required insurance the unit owner shall assume the total responsibility for the repair or replacement of the unit, and shall absolve the Association of any responsibility for the repair or replacement of the unit. Should any Unit owner fail to repair or replace the unit, said owner shall reimburse the Association for such repair or replacement, However the Association shall have no obligation to repair or replace the unit.

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Policy No. 50-03

Subject: CONTRACTOR'S INSURANCE

Page 1 of 1

Date Approved: 09/95

Date Amended:

Contractors who are engaged by the Oakshire Homes Association to perform construction or other services within the Oakshire Community must carry insurance in the following amounts:

Commercial General Liability.....	\$500,000
Automobile Liability (including coverage for non-owned vehicles) ..	.\$100,000/\$300,000
Worker Compensation.....	Kansas Statutory Requirements

A Certificate of Insurance must be on file with the Oakshire Homes Association Secretary before the Contractor may be given authority to proceed. The Certificate must provide evidence that a policy is in force and will continue to be in force through the contract period.

In the event that the insurance is cancelled, lapses or expires before the work under the contract is completed, the Contractor must suspend all work until such time as a valid Certificate of Insurance is provided to the Oakshire Homes Association Secretary.

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Policy No. 60-01

Subject: LAND SERVICES — GENERAL

Page 1 of 1

Date Approved: 10/95

Date Amended:

The Oakshire Homes Association is responsible for the care and maintenance of the Common Areas, except unit patio areas. The Board of Directors has delegated the administration of this responsibility to the Land Services Committee.

The Management Company is responsible for maintenance of the Oakshire Homes Association signs and the plantings around them. They are also responsible for maintenance of the pool areas and Clubhouse courtyard plantings.

Owners and Residents who have a concern about the appearance or safety conditions in any Common Area should report the problem to the Management Company which is responsible for handling such problems. The problem should be reported in writing to the Management Company, with copies to the Chairperson of the Land Services Committee and the President of the Board of Directors. If there is an emergency or an urgent need, the Management Company should be contacted by telephone.

OAKSHIRE HOMES ASSOCIATION

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Board Policy Manual

Policy No. 60-02

Subject: LAWNS IN COMMON AREAS

Page 1 of 1

Date Approved: 10/95

Date Amended: 08/22/13

The Oakshire Homes Association is responsible for mowing and fertilizing in the Common Areas, except unit patio areas. They are also responsible for insect and weed control in the Common Areas.

The Land Services Committee is responsible for developing work schedules and specifications for proposed contracts for this work.

The Oakshire Homes Association does not irrigate front lawns or other Common Areas. Those areas adjacent to or surrounding residences will be irrigated only at the option of Owners or Residents

The Oakshire Homes Association does not plant flowers in the Common Areas. Owners wishing to plant flowers in the Common Areas must comply with the Oakshire Community Exterior Standards as defined in Policy No. 20-04. Planting, maintaining and watering the flowers are the responsibility of the Owner or Resident.

Vegetable gardens are permitted ONLY in the unit patio areas.

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Policy No. 60-03

Subject: TREES IN COMMON AREAS

Page 1 of 1

Date Approved: 10/95

Date Amended: 01/22/04

The Oakshire Homes Association is responsible for planting, removing, trimming and spraying trees in the Common Areas, except unit patio areas.

The Land Services Committee is responsible for developing work schedules and specifications for proposed contracts for planting, removing, trimming and spraying trees in the Common Areas.

The Oakshire Homes Association is responsible for unscheduled removal or trimming of trees in the Common Areas, excluding unit patio areas, when those trees have been damaged by storms or disease.

The Oakshire Homes Association is responsible for removing the stumps of trees they have had removed.

The Oakshire Homes Association will replace the trees in Common Areas when, in the judgment of the Association, the replacement is needed. The Owner may select the kind of tree from the Association's approved list. Bradford Pear trees are NOT to be planted in Oakshire Common Areas because of their propensity to break or lose branches, especially during windstorms.

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Policy No. 60-04

Subject: SHRUBS IN COMMON AREAS

Page 1 of 1

Date Approved: 10/95

Date Amended:

The Oakshire Homes Association is responsible for trimming, spraying, removing and replacing shrubs in the Common Areas, except unit patio areas.

The Land Services Committee is responsible for developing work schedules and specifications for proposed contracts for trimming, spraying, removing and replacing shrubs in the Common Areas, except unit patio areas.

Once each year, the Land Services Committee selects a date on which the Oakshire Homes Association will remove any shrubs within five (5) feet of an Owner's or Resident's Unit, if the Owner or Resident requests it. Request Forms are delivered to each unit well in advance of the removal date. The Oakshire Homes Association pays for the removal. After the shrubs have been removed, the Owner or Resident is responsible for the timely replacement of the shrubs which were removed. The replacement shrubs must be selected from the Oakshire Homes Association's approved list, which is available from the Management Company.

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Policy No. 60-05

Subject: SNOW REMOVAL

Page 1 of 1

Date Approved: 10/95

Date Amended: 11/18/10

The Oakshire Homes Association is responsible for the removal of snow from the streets, driveways and sidewalks and for the spreading of sand or chemicals on icy streets within Oakshire.

The Board of Directors is responsible for determining the criteria that must exist before the contractor can be authorized to begin snow removal or treatment of icy streets. The board will appoint a snow removal committee to negotiate contracts for snow removal and to authorize contractor services.

Owners and Residents are not to use snow or ice removal substances that will damage front porches, sidewalks or driveways.

To facilitate snow removal, all cars must be parked in garages whenever there is likelihood that the contractor will be called to remove snow or distribute sand or chemicals. If a car is in a driveway when the contractor arrives to plow, he will not plow the snow from that driveway.

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Policy No. 70-01

Subject: RESIDENT RELATIONS — GENERAL

Page 1 of 1

Date Approved: 01/22/2004

Date Amended:

The Resident Relations Committee serves as a conduit for information within the community. The Committee strives to inform residents of committee happenings and news from the board meetings. The Committee welcomes new residents and acts as the representative of the community in times of bereavement.

Residents are encouraged to drop suggestions into the mailbox at the clubhouse office. Suggestions will be carefully considered by the board and appropriate committees.

A bulletin board is also available for residents to post items for sale or items of general interest.

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Policy No. 71-01

Subject: COMMUNITY PUBLICATIONS

Page 1 of 1

Date Approved: 10/95

Date Amended:

Responsibility for the production and distribution of a monthly newsletter and an annual resident directory rests with the Association's Resident Relations Committee. The Oakshire Homes Association pays the costs of printing and distributing the newsletter and directory.

Newsletter

The Oakshire Homes Association produces a monthly newsletter describing community events, Board actions and resident activities.

No commercial advertising, paid or unpaid, will be printed in the newsletter.

Resident Directory

The Oakshire Homes Association annually produces a resident directory, one copy of which is distributed to each household in Oakshire. One additional copy is furnished to each Board Member.

The resident directory is produced for the personal use of Residents only and may not be given or sold for purposes of solicitation, whether commercial or political.

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Policy No. 72-01

Subject: WELCOMING COMMITTEE

Page 1 of 1

Date Approved: 10/95

Date Amended: 11/18/10

The Welcoming Committee is a sub-committee of the Oakshire Homes Association's Resident Relations Committee.

Welcoming Committee members visit all new Residents and inform them of all activities available in Oakshire and gives the new Residents a copy of the Resident Directory.

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Policy No. 73-01

Subject: BEREAVEMENT COMMITTEE

Page 1 of 1

Date Approved: 09/95

Date Amended: 11/18/10

The Bereavement Committee is a sub-committee of the Oakshire Homes Association's Resident Relations Committee.

If requested by the family, the committee will arrange for the use of the Oakshire Clubhouse at no charge (if it is available) for the family to use. The Committee will open the Clubhouse, arrange for chairs and tables and close the Clubhouse.

If requested by the family, the committee will serve coffee and cookies following the funeral service.

OAKSHIRE HOMES ASSOCIATION
Board Policy Manual

Policy No. 80-01

Subject: SOCIAL COMMITTEE

Page 1 of 1

Date Approved: 10/95

Date Amended: 01/22/04

The Board of Directors has established a Social Committee to arrange various social functions throughout the year for the Oakshire community and to serve refreshments at the Oakshire Homes Association Annual meeting.

The Social Committee is authorized to establish and maintain a separate checking account at a bank of the committee's choosing. The Committee's Chairpersons are the authorized signers for this account. Account activity and balance must be reflected in the Oakshire Homes Association's records and financial statements.

Serving equipment, dishes, utensils and supplies in the Clubhouse storage area are for the exclusive use of the Social Committee for Oakshire social events.