

PALOMAR ESTATES EAST RESIDENTS ASSOCIATION, INC

(PEERA is a Mutual Benefit Corporation)

STANDING RULES

Revised: April 15, 2016

STANDING RULES

The following are the Standing Rules for the Palomar Estates East Residents Association Inc. They may be modified by a 2/3 vote of the Executive Board at any regular or special meeting of the Board.

REIMBURSEMENT FOR EXPENSES

Reimbursement for authorized out-of-pocket expenses for Association activities may be paid to any member. a. Expenditures of up to and including \$149.99 may be made with the approval of the Board Chair. b. Expenditures in the range of \$150.00 to \$499.99 may be made with the approval of the Board. c. Expenditures of \$500.00 and over require the approval by at least 2/3 of the members of the Board and by a 2/3-approval vote of members present at a general membership meeting, provided a quorum is present, including absentee ballots.

EXECUTIVE BOARD MEMBER COMMITTEES

The committees of the Association shall be as follows:

Community Resources and Educational Committee

Gather information on resources available to seniors to assist them with any aspect of their lives in which they need or might need assistance to maintain their quality of life. Disseminate that information to all residents of Palomar Estates East, including by organizing seminars where appropriate. The information may be obtained from any source, local or national, so long as it would be of value to a resident's health, safety and independent living. Said information shall be distributed to all residents periodically and in a timely manner.

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Complaints Committee

Subject to the relevant provisions of the Rules and Regulations, the committee shall: receive all complaints by or against residents of Palomar Estates East Mobile Home Park; investigate the complaints; and attempt to resolve them. If a complaint cannot be resolved to the satisfaction of the parties involved, the complaint should be forwarded to the Park managers for further action. The committee shall report all complaints and resolutions thereof to the Board.

Emergency Preparedness Committee

A Board member shall be appointed Board Representative to the committee. He/she shall attend all committee meetings and report its activities to the Board. He/she will keep the Board informed of the state of preparedness of Palomar Estates East to meet any emergency, will inform the Board of any needs of the committee to carry out their responsibilities, and will pass Board recommendations to the committee. The Board Representative shall be considered an active member of the committee.

Helping Hands Committee

The purpose of this committee is to assist residents who need such assistance by providing transport for medical or shopping needs or by running errands for those residents. The Committee Chair will seek resident volunteers to provide such assistance.

The volunteers are not expected to accept payment for their assistance, but they may do so if the resident is more comfortable with that arrangement, excepting that they may not accept payment for transportation due to auto insurance restrictions.

Membership Committee

The committee shall maintain an up-to-date record of members of the Association. The committee shall visit new residents to welcome them to the Park, and shall actively encourage new and non-member residents to join the Association by explaining the benefits of membership. The Committee Chair may receive dues from residents, which he/she shall pass to the Treasurer.

Park Beautification Committee

The committee will monitor park properties and individual spaces, assuring that the Rules & Regulations and management standards are maintained. When they are not, the committee will so notify Park management, who will take steps to remedy the transgressions. The committee will continue to monitor the situations to make sure they are corrected. The committee is also responsible for recommending projects and/or improvements to park facilities and common grounds.

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Publicity Committee

Prepare, reproduce and distribute to all residents in a timely fashion notices of meetings, Association events, and other items of interest. Assure the most effective dissemination of information. The Publicity Committee chair shall monitor all changes, additions or deletions to those pages of the website dealing with PEERA matters. Submit appropriate information for publication in the monthly Park newsletter, The Breeze, the Park's television channels, the Park website, and to local newspapers, as desirable. Maintain the PEERA bulletin board in the clubhouse and monitor the PEERA email account.

Temporary Committees.

Temporary committees may be appointed by the Board Chair as required to carry out the operations of the Association or Board. These committees will be activated and deactivated at the discretion of the Board Chair, the Board, or in accordance with the Bylaws

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