

**ARB QUORUM
POLICY # 1**

Adopted 7/31/06

The Architectural Review Board (ARB) has determined there is a need to establish a back up plan to assure quorum at all ARB meetings. The Cliffs at Keowee Vineyards Covenants, Conditions & Restrictions, 11.2 Architectural Review, state as follows:

Responsibility for administration of the Design Guidelines, as defined below, and review of all applications for construction and modifications under this Article shall be handled by two (2) committees, as described in subsections (a) and (b) of this Section. The members of the committees need not be Members of the Association or representatives of Members, and may, but need not include, architects, engineers or similar professionals, whose compensation, if any, shall be established from time to time by the Board of Directors.

The ARB unanimously agrees that the following actions are to be taken to resolve any quorum issues:

- 1) Allow the ARB's architect to serve as an ex-officio member of the ARB for voting purposes when a quorum is needed.
- 2) Allow the POA Board Sponsor to serve as an ex-officio member of the ARB for voting purposes when a quorum is needed.

NOTE: Only one (1) alternate referenced above will be allowed to count for quorum for each meeting.

The Cliffs at Keowee Vineyards Community Association
INVOICE/COLLECTION POLICY #2

Adopted 5/14/12
Updated 2/18/13
Updated 5/21/18

Responsibility:

The Business Manager will invoice and collect all annual association dues.

Invoice Process:

Invoices will specifically indicate the amount of dues designated for the operating fund and the capital reserves accounts. Invoices will be mailed on or about January 1.

Collection Process:

1. A second invoice will be mailed on or about February 15 to those property owners who have not paid. This invoice will include a \$25 late fee and 18 percent interest starting February 1.
2. A third invoice will be sent by certified mail on or about March 15 to those property owners who have not paid. This invoice will include an additional \$25 late fee and additional interest charges of 18 percent. This notice will include a letter stating the actions to be taken by the Association's Board of Directors and the Association's collection attorney as shown in the sample letter attached.
3. On or about April 15th delinquent property owner accounts will be turned over to the Association's collection attorney. Attorney will send certified letter informing that property will be lienied if account not paid within ten (10) days from their receipt of the letter.
4. Liens to be filed on all outstanding accounts on or about May 1st on all properties that do not currently have a lien in place.
5. The Association's collection attorney will be requested to provide any judgment action recommendations for any property owner with two (2) or more years of outstanding dues that has already had a lien placed on their property. Any property owner recommended for this collection action will be sent a certified letter from the collection attorney informing that the Association will be filing a judgment against their assets in the appropriate Magistrate's Court to be recorded in the County in which the property is located. This judgment will also be recorded in the County/State that the property owner owns real property.

Judgments:

1. remain on file for 10 years
2. survives a foreclosure
3. is against the person, not a lien against the property

NOTE: This policy shall be initially implemented by the Association's Board of Directors on a timeline that facilitates observation and adjustment to cost and timing as we address each of the past due situations.



Keowee Vineyards Community Association

March 15, 20__

VIA U.S. CERTIFIED MAIL

Re: The Cliffs at Keowee Vineyards Community Association, Inc.
Past Due Property Owner's Fees

Dear Keowee Vineyards Property Owner:

The Board of Directors for The Cliffs at Keowee Vineyards Community Association, Inc. ("Association") directed me to send this notice to you regarding past due Assessments and fees you owe as of March 15, 20__. This account will be turned over to the Association's collection attorney fifteen (15) days after the date of this letter unless payment has been made in full. The Board will instruct the attorney to take one or more of the following actions:

1. Record a Lien against the property in the Register of Deeds Office.
2. File a Complaint in a court of law to obtain a Judgment against the legal Owner of the property to be recorded in all counties where the Owner owns real property.

In accordance with the Community's Restrictive Covenants and Bylaws, the Association also intends to impose the following additional sanctions fifteen (15) days after your receipt of this letter unless you bring your account current or submit a written request for a hearing before the Covenants Committee within ten (10) days after your receipt of this letter. If a timely challenge is not made, the following sanctions may be imposed by the Board:

1. Deactivate your access device(s) requiring you to check in with security upon arrival for ingress/egress in the community.
2. Suspend Owner's right to use the Association Common Areas.
3. Suspend Owner's right to vote.

I can be reached at 864-313-8309 or via e-mail to kristi@keoweevineyardspoa.com.

I look forward to resolving this matter with you in the immediate future.

PLEASE NOTE THAT THIS COMMUNICATION IS AN ATTEMPT TO COLLECT A DEBT, AND ANY INFORMATION OBTAINED WILL BE USED FOR THAT PURPOSE.

Sincerely,

Kristi Bishop
Business Manager

Enclosure: Invoice

cc: File

Unless you, within 30 days after receipt of this notice, dispute the validity of the debt, or any portion thereof, I will assume the debt to be valid. If you do dispute the debt by notifying me in writing, I will obtain and mail to you a copy of verification of the debt. If, within the same period, you require in writing the name and address of the original creditor, if the original creditor is different from the current creditor, I will furnish you with that information also.

The Cliffs at Keowee Vineyards Community Association

RECORDS RETENTION POLICY #3

Adopted 11/12/12

This policy shall govern the document and records retention of the Association.

- 1) Association documents may be maintained in paper or electronic format. Paper documents shall be stored in the Association's office. Electronic documents shall be backed up online a minimum of once per week.
- 2) Permanent
 - a. Covenants, Conditions and Restrictions & Bylaws
 - b. Articles of Incorporation
 - c. Resolutions
 - d. Policies & Procedures
 - e. Deeds
 - f. ARB files
 - g. Minutes of all Board Meetings
 - h. Tax Returns
- 3) Current Copy
 - a. Database of all property owners
 - b. All contracts/agreements to which the Association has any obligation or responsibility
- 4) Seven Years
 - a. Financial Records
 - i. Budgets
 - ii. Year-end financial statements/review letters
 - iii. Accounts payable
 - iv. Accounts receivable
 - v. Bank statements & reconciliations
 - vi. Deposits
 - vii. Any other financial records that identify or communicate financial information
 - b. Expired Contracts
 - c. Bids for work to be performed
 - d. Insurance Records
 - i. Accident reports
 - ii. Settled claims
 - iii. Expired policies
 - iv. Fidelity bonds
 - v. Certificates of insurance
 - e. General Correspondence
- 5) One Year
 - a. Annual meeting ballots/proxies
 - b. Newsletters

Upon expiration of the retention periods listed above, documents may be destroyed, deleted, purged or otherwise eliminated.

The Cliffs at Keowee Vineyards Community Association
INVESTMENT POLICY AND GUIDELINES
POLICY # 4

Adopted 3/25/13
Revised 8/6/13
Revised 6/13/18

Operating Funds:

The CKVCA Board will maintain cash on hand to cover 90 days of current operating expenditures, as available.

Investment Policy for Operating Fund:

Available current year operating funds beyond the 90 day cash requirement will be invested in short term money market type investments rated "AAA" or FDIC insured CDs with a maximum 9 months maturity.

Operating Reserve Funds:

The CKVCA Board will maintain an Operating Reserve Fund target approximately equal to 15% of the annual operating budget.

Investment Policy for Operating Reserve funds:

Operating reserve target funds should be invested in short term money market investments rated "AA" or better and FDIC insured CDs with a maximum maturity of one year. The balance of Operating Reserve funds can be managed in accordance with the Capital Reserve Funds.

Capital Reserve Funds:

Capital reserve funds are maintained according to the Operating, Road, and Security Vehicle Reserve Funds Policy #4. As of March 25, 2013, capital projects designated are for major road and structure repair, road resurfacing and security vehicle replacement, and other projects as may be determined by the CKVCA Board. These funds will be managed so that the invested funds will be accessible to meet long range plan funding requirements.

Investment Policy for Capital Reserve Funds:

1. At least 33% of funds available to be invested are to be maintained in FDIC insured accounts (i.e. Certificates of Deposit), Treasury Bonds, or insured Money Market Accounts. Funds should not be invested with more than a 5 year maturity without CKVCA Board approval.
2. Another 66% of the funds may be placed in a combination of government or corporate bonds or bond mutual funds. Individual corporate bonds must have a rating of AA or above by Moody's or S&P with no maturity dates exceeding seven years from date of purchase. Should individual bonds be purchased, an attempt should be made to match maturities with anticipated liquidity requirements. Bond mutual funds should also hold Morningstar ratings of four or above and contain less than 10% rated less than investment grade at the time of purchase. Funds should be sought that have very highly rated managers.

The CKVCA will approve investment decisions that are within the noted guidelines.

The CKVCA Board must approve any changes to this Policy.

The Cliffs at Keowee Vineyards Community Association
INVESTMENT POLICY AND GUIDELINES
POLICY # 5

Adopted 3/25/13

Revised 8/6/13

Revised 6/13/18

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