

MUELLER COMMUNITY ASSOCIATION

Community Recommendations Policy

Policy Purpose: This policy establishes a standardized process and procedure for vetting and evaluating recommendations from community members for initiatives to be considered by the Board of Directors. It ensures all proposals are assessed fairly and thoroughly, considering the association's resources, strategic goals, governing documents, and operational limitations. The policy applies to all recommendations from community interest groups, whether related to amenities, community events, infrastructure, policy changes, or any other aspect of the POA's operations.

Proposal Submittal: Community members or interest groups must submit proposals in writing to the Executive Director. The Executive Director will present the proposal to the Board and communicate the Board's decision on the outcome including any next steps.

The proposal should cover the following elements:

1. A clearly described summary of the initiative or proposal
2. A rationale for its benefits to the community
3. A proposed timeline with start and completion or end dates
4. Estimate costs, outlining anticipated expenses and funding sources
5. Necessary resources, including human, material, or infrastructural needs
6. An impact assessment detailing the initiative's potential benefits and disruptions, and how the initiative does not duplicate services or amenities provided by other organizations

A compliance check by the Executive Director should ensure the proposal aligns with the POA's governing documents, such as CC&Rs, bylaws, and policies. The Executive Director should also offer a recommendation of an advisory committee with purview over the content of the proposal (if applicable).

Board Initial Response: Upon submission, the Board will acknowledge receipt of the proposal within a specified time frame (e.g., within 30 days) and may grant or deny the proposal, ask for additional information, or designate that the proposal requires a more robust feasibility review and may appoint a board sub-committee or working group to work with the proposers to conduct a deeper review, including a feasibility study and community input.

Board Feasibility Study: Key considerations during the review process include whether the proposal supports the POA's long-term goals, complies with governing documents, fits within the POA's budget, and aligns with community values. The Board will also evaluate the long-term maintenance and operational costs, as well as the impact on all stakeholders.

The Board will assess the proposal's feasibility by considering factors such as funding within the current budget or alternative funding sources like special assessments, fundraising, or

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grants. The availability of staff or volunteers for execution and maintenance will be reviewed, as well as the proposed timeline's compatibility with the POA's operational capacity. The Board will also ensure compliance with relevant local laws, zoning ordinances, insurance requirements, and POA governing documents. In evaluating the initiative's alignment with strategic priorities, the Board will consider whether the proposal addresses immediate community needs and contributes to the POA's long-term vision and sustainability.

- **Community Feedback:** Community feedback is crucial to the decision-making process. The Board may seek additional input from the community through surveys, input meetings, focus groups and/or other efforts to gauge support for the proposal. Any initiative must be evaluated for its impact on all association and community members, ensuring fairness and consideration of diverse community needs.

Board Decision: Once the consideration of the proposal and any feasibility study and community input is concluded, the board will make its decision. If approved, the Board will task the Executive Director of assigning a project manager or team to oversee the implementation. If rejected, the Board will provide a clear explanation, such as citing budget constraints, legal issues, community concerns or misalignment with strategic goals. If amendments are needed, the Board will request that the proposing group revise and resubmit the proposal. The Board or the Executive Director will notify the proposing group of its decision, providing a rationale for approval or rejection, and if approved, will include a timeline for implementation. If rejected, the Board or Executive Director will outline the reasons and may suggest alternative actions or future opportunities.

- It's important to note that the POA must consider its finite resources when setting expectations. All proposals will be evaluated within the context of the POA's overall budget and financial health, with those requiring more funding undergoing more scrutiny.
- Initiatives must comply with the POA's governing documents, and proposals in conflict may require amendments or be rejected. The Board may set realistic expectations for staff or volunteer resources, recognizing that proposals requiring significant human resources may need to be scaled back or deferred. Finally, the Board assess the short-term and long-term impacts of proposals, ensuring sustainability and the ability to maintain operational costs over time.

This resolution was adopted by the Board of Directors on the date set forth below and shall remain in effect until amended or rescinded by further action of the Board. The undersigned, hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Mueller Community Association at a duly noticed meeting held on the ____ day of _____, 20, with a quorum present.

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President, Board of Directors

Name: Karen Sharp
Signature: Karen Sharp
Date: 6/26/25

Secretary, Board of Directors

Name: Brian Dolezal
Signature: Brian Dolezal
Date: 6/26/25