

**Montgomery Trace Property Owner's Association**

**STANDARD PRACTICE MANUAL**

**Manual No. 2 – Board of Directors**

# **Montgomery Trace Property Owner's Association**

## **STANDARD PRACTICE MANUAL**

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# **MONTGOMERY TRACE PROPERTY OWNERS ASSOCIATION**

## **MEMORANDUM**

**TO:** All Montgomery Trace Property Owners

**FROM:** Glenn Buckley, President of the Board of Directors

**SUBJECT:** Standard Practice Manual

**DATE:** 17 March, 2005

This is to present the Standard Practice Manual (Manual), the creation of which was unanimously recommended by the Board of Directors (Board).

As our Montgomery Trace subdivision grows, increased administrative challenges can be expected in the management of the business of the Montgomery Trace Property Owners Association (Association). Coordination of management responsibilities will become increasingly important, not only for the Board, but also for the Architectural Control Committee (ACC), which is appointed by the Board, and for the Property Management Company (Manager) to which the Board contracts and delegates certain administrative responsibilities. The Board believes that improved coordination of responsibilities between the Board, ACC and Manager, will result in more consistent and better-understood service to property owners. This Manual is one step in this process.

The Manual will initially contain two (2) Standard Practice Bulletins (Bulletin) which address items which directly affect property owners – Property Owner’s Responsibility Deposit and Deed Restriction Enforcement Work Process. These Bulletins, like those which will be added in the future, set forth clearly policy and purpose; specific administrative tasks and practices; and who is responsible for what. By adopting such specific standard practices, the Board hopes to streamline operations and eliminate confusion between the Board, the ACC, the Manager, and most importantly the property owners.

The Board has the overall responsibility for the processes contained in each Bulletin and for deciding when a Bulletin needs to be changed or eliminated. In addition, the Board has the final responsibility to judge and hold accountable members of the Board, members of the ACC, and the Manager’s representatives in the performance of duties assigned in each Bulletin. Items which deserve a Bulletin in this Manual are important and deserve the attention and best efforts of everyone who is involved in the process – including property owners.

Bulletins will be posted on the Associations website ([www.montgomerytracepoa.com](http://www.montgomerytracepoa.com)) as soon as they are issued. Owners without Internet access can contact the Manager to obtain copies by mail.

If you have questions, please contact the Board member who represents you section.

Thanks in advance for everyone’s cooperation in making the Standard Practice Manual, and its contents, work smoothly throughout Montgomery Trace.