UNIVERSITY MEADOWS NEIGHBORHOOD ASSOCIATION

POLICIES & PROCEDURES

Last Revised

February 2020

The following Policies shall guide the governance of University Meadows Neighborhood Association. Changes in Policies may be submitted by Dues-Paying Members of UMNA and must be approved by the Board of Directors. Capitalized words not otherwise defined herein shall have the meaning defined in the Bylaws.

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Committees

Committee members shall serve for terms at the discretion of the Board of Directors. Committees shall meet regularly, as their chairs deem necessary, and make recommendations to the Board of Directors.

* **Communications Committee** – handles mass communication to the neighborhood, such as emails, social media, flyers and newsletters.
* **Crime Watch Committee** – liaises with DPD to keep UMNA apprised of criminal activity in our neighborhood and East Dallas at large.
* **Illuminate** – manages the annual holiday lights contest for the neighborhood, determines winners, obtains prizes for the winners and presents those prizes.
* **Landscaping Committee** – manages maintenance of common spaces.
* **Membership Committee** – handles issues of concern to UMNA Members.
* **Memorial Day Committee** – organizes the annual Memorial Day Block Party.
* **Nominations Committee** – nominates a slate for the Board of Directors annually.
* **Social Committee** – facilitates social activities for Members.
* **Veterans Committee** – handles Veterans affairs for the neighborhood.
* **VIP Committee** – trained volunteers who patrol the neighborhood.
* **Welcoming Committee** – welcomes new neighbors to the neighborhood.

Document Retention

The Officers of the Association shall maintain records of documentation important to the maintenance of the Association, such as tax records, personnel records, Board and Committee materials, legal files and contracts. The Association’s google account, [UMNADallas@gmail.com](mailto:UMNADallas@gmail.com), shall house electronic documents.

Dues

After June 30th, Dues will be reduced by 50%.

Engaging Vendors

When considering new expenditures or changes in vendors, the Association shall obtain at least two (2) bids or price estimates to consider prior to voting.

House Exterior & Lawn Maintenance

University Meadows residents shall maintain their properties in accordance with Federal, State, County and local laws and ordinances. The Association is not responsible for enforcing compliance.

Neighbor to Neighbor Disputes

The Association shall not be obligated to take enforcement action when a dispute is solely a dispute between neighbors involving an alleged nuisance, discrimination or offensive behavior. In any dispute between neighbors, owners and/or occupants must first work in good faith with each other to resolve their differences before the complaining owner/occupant reports an issue to the Association.

Neighborhood Meetings

When conducting a Neighborhood meeting, the Board of Directors shall ensure: 1) there are no personal attacks; 2) nobody interrupts or speaks over the speaker; and 3) all are respectful and courteous. The Board of Directors may impose a limit on speaking time if deemed necessary. Neighborhood Meetings shall be recorded to the extent possible by the Association, and posted on www.umna.org.

* **Quarterly Meetings** – Regular meetings will be held for all Members several times a year: in February, at the annual Memorial Day Block Party and at the annual National Night Out Block Party.
* **Special Meetings** – Special meetings may be called as outlined in the Bylaws. Such meetings require a quorum of 25% of Dues-Paid Members. If quorum is not satisfied the meeting may be adjourned.

Newsletters & Correspondence

Newsletters will be distributed on a quarterly basis, either in hardcopy form door-to-door or by email. Other information will be disseminated as necessary in the same manner.

Social Media Policies

Only residents of University Meadows may join and participate in UMNA social media groups. The Board may remove posts it deems to be offensive or inflammatory.

The Board of Directors, and designated agents, may post on behalf of the Association on social media as a means of conveying information to the neighborhood. In keeping with the non-political purpose of the Association, no Director or designated agent may post anything that could be deemed to be of a political nature on UMNA social media groups, or on social media in general on behalf of the Association.

Voting

A Dues-Paid Member may hold up to one (1) proxy for purposes of voting.