

## **Wildcat Homeowners Association Rules**

Approved by the Board of Directors on June 11, 2016, Amended September 10, 2016 and July 15, 2017

### General Community Rules

1. The speed limit in Wildcat Subdivision shall be 35 mph.
2. The entrance gate shall be kept closed at all times except when subject to repair or a special event approved by the Board of Directors.
3. Gate access is limited to owners and approved vendors, realtors and guests. Property owners shall not distribute owner gate access codes to vendors, guests, vendors or realtors. Transponders that remotely open the entrance gate may be purchased for owner or renters use only. (Additionally, details and instructions related to gate access are provided on the Wildcat website.)
4. Driveway culverts are the responsibility of the individual owners and shall be properly maintained and kept clear of debris. Failure to properly maintain the culverts can impact proper drainage in the community and damage roadway.
5. While the Association periodically mows road rights of ways, it is the individual property owner's responsibility to maintain their property.
6. The Association reserves the right to temporarily suspend access to the Association's website and use of transponders for any property owner that is delinquent on their dues.

### Water System Rules

1. The Association shall maintain a water system for the homes constructed in Wildcat that conforms to the North Carolina Standards for a Non-Community Water system.
2. Landowners proposing to construct a home on their parcel shall verify with the Association in advance of starting any construction that water supply is currently available to connect their home to the water system.
3. The Association reserves the right to make necessary system improvements as it deems necessary to provide water capacity to landowners currently not served. The construction of these improvements by the Association may be delayed due to the need to obtain additional financial resources to complete the improvements.
4. The Association reserves the right to deny connection to the Association water system for any property owners that is delinquent on any HOA dues owed to the Association, until such time the subject property is no longer delinquent.
5. Landowners shall be responsible for all cost necessary to connect their home to the Wildcat subdivision water distribution system. Construction of the water connection

shall comply with the construction standards defined in the Wildcat Subdivision Infrastructure Design Standards, adopted March 12, 2016 and as it may be amended.

#### Board of Directors Operating Rules

1. Bank Accounts. The Board of Directors shall maintain both an operating checking and reserve savings account and each shall have separate and different signatories authorized on each account. All accounts shall be FDIC insured. The operating account shall be used to receive annual dues collected and to pay annual operating expenses. The reserve account shall be used for the accumulation of funds for anticipated future long term repair and replacement costs of infrastructure.
2. Financial Authorization. The President of the Association is authorized to approve expenditures for the Association in amounts not to exceed \$1,000 per transaction, if such expenditures are within the budget line item balance. All commitment of funds in excess of \$1,000 must be approved in advance by the Board of Directors.
3. Expenditure Review. If the Association utilizes a contracted accounting firm to process and pay invoices, the Treasurer or another Board member shall review each invoice prior to payment. All expenditures over \$1,500 shall be preapproved by two Board members (which may include the Treasurer). The Treasurer shall present to the Board of Directors a monthly financial statement that provides a summary of expenditures compared to the annually adopted budget and a detailed listing of income and expenditures made during the preceding month. The Board of Directors shall review and approve all monthly financial statements at the following Board meeting.
4. Vendor Agreements. Written vendor agreements shall be used for any reoccurring vendor services (maintenance, mowing, etc.) that is projected to be in excess of \$1,500 in any given calendar year and any other service the Board deems appropriate.
5. Insurance. The Board of Directors shall maintain a minimum liability insurance policy for the association at all times in the amount in the amount of \$1,000,000, all personal property of the association shall be adequately covered and errors and omission coverage shall be obtained for the Board of Directors.
6. Conflict of Interest. Any Board of Director that has a direct or indirect (i.e. through investment, marriage or employment) financial interest in a vendor or supplier that the Association has a relationship or intends to, shall both disclose the conflict of interest and shall abstain from voting on any matter related to the vendor or supplier.
7. Delinquent HOA Dues. Property owners that fail to pay their dues by March 1<sup>st</sup> are delinquent and shall be assessed a late penalty of \$50 per parcel. On April 1<sup>st</sup>, Property Owners that are delinquent on any portion of their Wildcat Homeowners Association dues or late fee, shall be charged an interest rate of 8% beginning on the day the account becomes delinquent through the date of payment, in addition to all legal and administrative

cost associated with the delinquent dues collection process. The Board of Director's on behalf of the Association may take any legal action that is deemed by the Board appropriate to collect delinquent HOA dues, penalties, interest, legal and administrative costs.

8. Record Retention and Access. The Board of Directors shall maintain at a minimum the following records for the time period noted and shall make the records available for inspection by members of the Association. The Board may choose to store the records electronically and/or with a contacted accounting firm or a management firm:
  - a. Minutes of all Board of Directors Meetings (Permanently)
  - b. All Financial transaction (including invoices and checks) (7 years)
  - c. Annual Budget (Permanently)
  - d. Monthly Financial Treasurers Report (3 years)
  - e. Annual Financial Summary (Permanently)
  - f. Tax Returns (7 years)
  - g. State Corporation Records (Permanently)
  - h. Annual Board of Directors Election Results (Permanently)
  - i. Vendor Agreements (7 years after expiration)
  
9. Election of Board of Directors. When there are either the same or more candidates on the ballot for the Board of Directors as open Board positions, and there are both one year and two-year Board terms available, the candidates with the most votes shall fill the longer terms. In the case that there is a tie in votes cast, the tie shall be determined by the flipping of a coin by the Board President, or designated representative, at the organizational meeting.