

## Policies - Definitions - Standard Operating Procedures

### Definition of "Member in Good Standing" and payment plan arrangements:

To be a "Member in Good Standing" according to the JMA, a DCLI Landowner (1) must have all current and prior years' balances due paid in full or (2) must have a valid payment plan approved by the Board in effect.

The DCLI Board defines a "valid payment plan" to include payments that will cover 100% of the current fiscal year's assessment by the end of the current fiscal year. In addition, if there is any Prior Years' debt, the payments must also cover at least 25% of that back debt in the current fiscal year.

### How DCLI assesses late fees and liens:

Bills are due the day they are received.

Bills are definitely LATE 90 days after being sent.

After that 90 day period, DCLI liens any landowner who owes more than \$1000.

If there are previous liens, a new lien will only be assessed if the new (unliened) debt is over \$1000.

Late fees (10%) and penalties (10%) and filing fees (\$180) are added BEFORE the new lien is filed.

All landowners who owe less than \$1000 will also have late fees (10%) and penalties (10%) added to their bill.

### Proxy Voting Requirements:

Proxy votes can be filled out on paper and carried in by the proxy, sent to the Secretary via e-mail ([secretary@dcli.org](mailto:secretary@dcli.org)) the day before the meeting, or the paper can be put in the regular mail. Secretary will record proxies for each qualified Landowner and apply them to the votes taken.

### Transparency:

All dealings of the organization will be open and obvious to the entire membership. Specifically:

- What is spent on road maintenance and supplies (rock) for that repair and maintenance, and with whom
- How the budget process is created and how the billing math is done
- What each member is billed, what they've paid, and what they still owe
- All meeting documents and correspondence, on website or upon request
- All members are welcome at any meeting

### Communication and voting:

In the JMA, there are specifics about when members need to be notified about a vote, and what constitutes a quorum. There needs to be 30 day written notice for a meeting vote that will change the way we assess members or change any part of the JMA. That does NOT mean that we will send a notice about the regular meetings more than 30 days out if there is only the annual budget to be created and voted on. Every member should know that we create and vote on the budget at the beginning of our fiscal year, which is May 1. We will try and give plenty of notice about all meetings, and if there is a vote about changing the financial practice, we will provide more than 30 days notice.

Voting by mail equals 100% quorum. If the board mails every member an official ballot about something, that will be considered a 100% fulfilled quorum. Whether or not a certain number of people choose to exercise their voting rights and return that ballot is up to them, but the vote will be counted based on a majority \*of the votes cast\*, and not hang if there is not a certain number of participants.

Voting and non-quorums in general meetings: at regularly scheduled or announced meetings, votes will happen, quorum or not. If there isn't a quorum, those votes MAY be challenged by a member, by motioning to re-count/re-vote that decision at the next general meeting. That is to say, business will get done and assumed legitimate unless challenged.

### Non-contiguous parcels and voting and billing:

If you own more than one parcel and they are non-contiguous, you get billed for each, but only one 'admin' fee. Each 'bill' gets a vote: that is, if you pay 2 annual bills, you get 2 votes.

## **Renters – aka – extra households:**

If no one spends a majority of time on a parcel, it gets billed as 'non-resident'. If someone spends a majority of time on a parcel, it gets billed as 'resident'. If there is a 2<sup>nd</sup>, or 3<sup>rd</sup>, or more 'households' on the parcel, it gets billed once as resident plus one additional resident (minus admin fee) for each extra household.

## **Definitions:**

### **845s:**

Refers to the people bound by California Civil Code 845 to share the costs of maintaining the road, who are NOT (yet) DCLI members. These are properties in front of the yellow gate, 1.2 miles in.

### **Algorithm:**

The math equation we use to figure out everyone's bill.

*For residents:*  $(\text{Budget} \times \text{miles to parcel}) / (\text{total Resident Miles} + (\text{total non-resident miles} \times .676)) + (\text{admin spending} / \# \text{ of members})$

*For non-residents:*  $(\text{Budget} \times \text{miles to parcel} \times .67) / (\text{total Resident Miles} + (\text{total non-resident miles} \times .67)) + (\text{admin spending} / \# \text{ of members})$

### **JMA:**

Joint Maintenance Agreement, the bylaws of our corporation. The ruling document that explains how we run the organization.

**DCLI Website:** [www.dcli.org](http://www.dcli.org)

### **Yahoo list:**

We have a yahoo group for discussions or inquiries that goes out to all landowners who are interested in being a part of it. As of May 2016, we have about 30 landowners represented on there. Please sign up! it helps create better communication and community. Go to [www.dcli.org](http://www.dcli.org) and use the blue square sign up process.

### **Yellow Gate:**

The always-open gate at 1.2 miles in (just past Ron's Road) that defines the start of DCLI inclusive territory

### **DCLI Fiscal Year:**

May 1 to April 30<sup>th</sup>

### **DCLI Election cycle:**

Spring: President, Treasurer and 2 Directors. Autumn: Road Manager, Secretary and 1 Director

### **NEW for 2016-2017 - Use of "Extraordinary Use Fee":**

Already in the JMA, in Article 10, is a bit about 'extraordinary use'; the board has taken feedback from the membership that we need to use this rule to deal with the damage caused by heavy truck water and soil deliveries that seem to be happening on a weekly basis.

The board has decided to use a 3200 gal water truck as the example, and charging 1 cent per gal, per mile driven, per trip. Some people get more than others, but the board has chosen to use a round number - an average of 10 a year. Thus, people who get deliveries are getting charged \$320 x the mileage to their place. This will be added to their annual assessment.

### **'unwritten' rules that everyone should know:**

- Tree down on the road near your land- we're looking to you to get cleared
- Drive slow, don't litter
- People coming uphill have right-of-way
- Don't park or leave cars –working or not- on the roadside.