

LOMAA HANDBOOK
TABLE OF CONTENTS

SECTION A
PURPOSE & SCOPE OF HANDBOOK
LOMAA BY-LAWS
ANNUAL SUMMARY

SECTION B
ANNUAL SURVEY UPDATES

SECTION C
ANNUAL DISCLOSURES

SECTION 1
BOARD RESPONSIBILITIES
Fiduciary Duty
Facts Board Members Should Know
Limitation of Directors Authority on Encroachment in Common Area
Common Roofs & Walls
Welcome Letter to New Residents
Summary of Protective Restrictions
General Information: The Law and The Oakmont Community

SECTION 2
FINANCIAL & INSURANCE & TAXES
Typical Operating Accounts
Reserve Study Data
Safeguarding Assets of Homeowners Associations

INSURANCE
Homeowners Insurance
Insurance Disclosures
Insurance Liability

TAXES
Filing Requirements
Tax Resolutions

SECTION 3
ENGINEERING
Asphalt & Concrete
City Sidewalk Program

LOMAA HANDBOOK
TABLE OF CONTENTS

SECTION 4

WATER & SEWER

Annual Sewer base line determination
Diagram: Typical Irrigation Layout
Typical Irrigation Advice
Problems

SECTION 5

LANDSCAPE

Oakmont Plant List
Landscape Maintenance Specifications
City Ordinance: Tree Alteration, Removal or relocation
Tree Removal Application & Site Plan
Skunks, Opossums and Raccoons

SECTION 6

PAINTING

Painting Guide Lines
Sample Contract Documents

SECTION 7

Association Protective Restrictions & Amendments (Optional)
Basic Architectural Standards & Guide Lines

SECTION 8

LEGAL

Selected Clarification of Statute Requirements
Duty Of Care - Third Party Entering Common Areas
Encroachment
Notice of Service
Mediation
By-Laws for Oakmont Associations

SECTION A

LOMAA LEAGUE OF OAKMONT MAINTAINED AREA ASSOCIATIONS

The purpose of LOMAA is to serve the maintained area homeowner associations in Oakmont by sharing information, common experiences and future planning. LOMAA advises and coordinates actions that might be more effectively achieved by pooling common knowledge.

LOMAA funded by dues paid to it by the maintained area associations, currently \$1.00 per household per year.

LOMAA meetings of all its members are quarterly. The LOMAA board meets monthly and conducts a Workshop annually.

LOMAA is governed by a Board of five Directors elected by the membership. Officers are elected by the Board.

LOMAA maintains a Handbook, a copy of which is in the custody of each association and which is updated at the annual "Workshop. Below is a sample of information contained in the Handbook:

- The results of surveys conducted annually by the LOMAA Board, Specimens of various contracts,
- Lists and ratings of vendors,
- Details of Board responsibilities,
- Financial, insurance and tax data,
- Engineering information on water, sewer, plumbing and paving,
- Landscaping, including contractor ratings, plant lists and maintenance and maintenance specifications including survey of unit costs,
- Painting information, including contractor ratings, approved colors lists, sample specifications and survey of unit costs,
- Architectural standards and home improvement applications, New residents welcome letters,
- Summaries of rules, protective restrictions and miscellaneous legal opinions and codes applicable to maintained area associations.

LOMAA Board members and certain former Board members, called Advisors, are each assigned as liaison members to other Oakmont Village Association committees, i.e. Architectural Committee, OVA Board, Oakmont Property Development Committee, etc. and participate in various industry groups including the Executive Council of Homeowners and the Community Association Institute.

LOMAA Board members are available to all Governors of the 35 maintained area associations in Oakmont to counsel and advise them on day to day problems which they face in the management of the affairs of their associations.

**LEAGUE OF OAKMONT MAINTAINED AREA ASSOCIATIONS
- LOMAA -
BY-LAWS**

I. NAME

The name of the organization is LEAGUE OF OAKMONT MAINTAINED AREA ASSOCIATIONS (LOMAA).

II. PURPOSE

To better serve our own individual maintained area association by sharing information, common experiences and future planning. To advise and coordinate actions that might be more efficiently achieved by pooling common knowledge.

III. MEMBERSHIP

Open to each maintained area association, represented by one representative designated by the Board Of Governors of each association. That designated representative should be either a current member of the board or have had at least one year's term of office on the Board Of Governors of an Oakmont Maintained Area Association.

IV. DUES

Annual Dues of \$1.00 per household, due and payable September 1 are to be paid by each association. The Annual Dues may be changed by the majority vote of a quorum of members attending a meeting called for that purpose. The League's fiscal year is September 1 thru August 31.

V. MEETINGS OF MEMBERS

Quarterly meetings of the membership shall be established by the LOMAA Board Of Directors. An annual meeting for the election of directors will be held on the first Wednesday in September. Meetings will be governed by Robert's Rules Of Order.

VI. DIRECTORS

Any member of the League who has served or is serving on an Oakmont Homeowner's Association Board Of Governors or has served on a homeowners' board elsewhere may be nominated to be a Director.
Five Directors shall be elected by vote of the membership, three in one year, two the next year. All terms shall be for two years.

LOMAA BY-LAWS

The Nominating Committee will be drawn from annually rotating association groups: 1. Aspen Meadows thru Meadowridge, 2. Mesa Oaks thru Pleasant Vista, 3. Pythian Court thru Woodgreen 2. The Committee will be established at the June Quarterly Meeting.

Not later than the first of August the Chairperson shall present to the Board for publication a slate of nominees. The Chairperson of the Nominating Committee shall make a formal nomination of the slate of nominees at the September Annual General Meeting. On completion of this act the Committee shall be automatically dissolved. Nominations may also be made from the floor.

Vacancies of the Board Of Directors during their term of office shall be filled by the Board Of Directors and confirmed by the membership at the next General Meeting. Duties of the Directors shall be to carry out the purpose of the organization according to Section II.

VII. OFFICERS

Officers of the Board Of Directors of LOMAA shall be President, Vice-President, Secretary and Treasurer. Officers shall be elected by the Directors from among their number. The officers shall be responsible for: keeping minutes of all meetings, recording pertinent data including a membership list and seeing that notices are duly given. They shall be responsible for all funds and financial records. All funds shall be placed in a bank account from which transactions shall require the signature of the Treasurer or President.

VIII. COMMITTEES

Committees shall be formed to investigate and report on areas of concern. THE LOMAA HANDBOOK Standing Committee will maintain and augment the HANDBOOK. The LOMAA HANDBOOK will be updated annually with information obtained from the Annual Association Survey, pertinent information from industry seminars, legislative changes and other sources.

IX. BY-LAWS

These By-Laws shall become effective on their adoption by a majority of those attending the organizational meeting. They may be amended or repealed in whole or in part by the majority vote of a quorum of members attending a meeting called for that purpose. A quorum of members is 51% or more of the total number of LOMAA member associations.

ANNUAL SUMMARY

Associations are requested annually to provide information on activities and costs that is tabulated for the membership information and assistance in Association management.