

Lazy Th Board Calendar of Events

Month	Board Tasks for each month
January	Review these tasks for the coming year
February	Winter news letter - remind members of annual meeting date - seek volunteers for the board and DRC
March	By 3/15 - mail a written notice and send an e-mail notice of annual meeting date – solicit member agenda items, seek volunteers for the board and DRC
April	By 4/15 e-mail a notice of annual meeting date by 4/15 – include tentative agenda, proxy form, solicit member agenda items Post on web site annual meeting date, tentative agenda, preliminary financial summary, proxy form By 4/30 - arrangement for contractor to evaluate parks for noxious weed and do spraying as need through balance of the year 4/30 - fiscal year ends, close the books and prepare final financial report, prepare proposed budget for the next fiscal year
May	By 5/10 post on web site and send final e-mail about annual meeting with agenda, financial report, proposed budget and proxy forms By 5/15 have arrangements completed for cutting grass in parks and around fire pond By 5/15 have arrangements completed for water plant control in the fire pond
June	Between 6/8 and 6/25 hold annual meeting By 6/30 - post Board meeting schedule on web site, set next year annual meeting date By 6/30 - mail annual dues notice to members with board & annual meeting schedule By 6/30 - cut grass around fire pond By 6/30 - complete arrangements for fire pond well servicing By 6/30 - complete arrangements for snow plowing for coming winter
July	
August	Send notices about large areas of uncut grass if it is a hazardous fire season Send reminders to owners with rentals that contact info on renters is due 9/30 Annual assessments are due 8/31 each year
September	After 9/30 annual assessments are delinquent After 9/30 owners who rent are delinquent if they have not provided renter contact info and may be assessed fines
October	Assess fines for annual assessment delinquencies By 10/15 - Meet with snow plow contractor to ensure any needed criteria for snow plowing
November	
December	

Summary of steps to set up an Association annual meeting and other Association general meetings

Annual Meeting - condensed from Article 2 Section 3 of the covenants which also specifies the number of Association members needed for a quorum in each case

1. 90+ days before the meeting mail meeting announcements including date, time, and place of the meeting - include tentative agenda and solicit other agenda items from members - send the same information via e-mail and post it on the web site - additional written notices may be sent at the discretion of the Board
2. 45 days before the meeting send another e-mail announcement and modify web site posting as needed to reflect member suggestions for agenda items
3. 15 days before the meeting send a final e-mail notice and modify the web site posting as needed - include final agenda and financial report information in the 15 day notification

If a quorum is not present for the first attempt at an annual meeting then -

4. Set a date for a second attempt no later than 60 days after the scheduled date of the first attempt - at the discretion of the Board immediately send a written notification of the meeting as in point #1 above
5. 21 days before the second attempt send a written notice, an e-mail notice and post to the web site all the information as in point #3 above
6. 15 days before the second attempt repeat step #5 above

If a quorum is not present for the second attempt then -

7. Set a date for a third attempt no later than 60 days after the second scheduled attempt and repeat steps #4 to #6 above

Other Association General Meetings - Condensed from Article 2 Section 4 of the covenants

1. 60 days before the meeting send a written notice to all members announcing the meeting with meeting date, time and location specified - also send an e-mail notice and post the notice on the web site – these notices should also include the purpose of the meeting
2. 30 days prior to the meeting send a second written notice of the meeting containing the purpose for the meeting, an agenda, and a copy of the meeting petition from the Association membership, if one exists, that called for the meeting - send the material also be -email and post it to the web site

Lazy TH Owners Association Meeting Proxy Form

Date of the Meeting _____
(Print in ink the date of the meeting)

This form is for HOA members who cannot attend the meeting but wish to have their vote represented. There are 68 lots in Lazy TH and every lot has one vote. We need 51% of eligible property owners attending either in person or by proxy to do business.

The date and agenda for the meeting are given on the web site in the "Meetings" tab and were mailed to you. Please attend either in person or by proxy. Your participation will ensure that Lazy TH remains a financially sound and well run association.

You may give your proxy to a neighbor if they will be attending or to any board member. Call any board member and we will pick up your proxy. Board member contact information is given on the web site.

I, _____, owner of Lot Number _____,
(Print in ink your name)

at the following address _____,
(Print in ink your address)

do hereby assign to Lazy TH Owner _____
(Print in ink name of attendee here)

my proxy vote for all HOA business requiring my vote at the meeting to be held on the date given above.

Signed _____ Date _____
(Sign and date in ink)

Lazy TH Association Meeting Attendance Roster for _____

(Print in ink date of meeting)

One entry per property – co-owners attending together enter their names in the same line

	Name	Street & Number
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Add additional pages as needed

Lazy TH Design Review Request – Page 1 of 2

This form must be attached to every submittal of plans to the DRC and in cases of appeal or variance request to the Lazy TH Board. The DRC must approve the submitted plans prior to the start of construction. Construction may not begin on any member project before the DRC has approved the proposed design or, in cases of appeal or variance request, before the Board has approved the design. Failure to complete the DRC process is a violation of the Lazy TH Covenants and subject to fines or penalties described therein. Copies of these forms and all attachments provided shall be retained in the HOA files for five (5) years.

This form has two pages

- **Check Lazy TH covenants Articles, 4, 5, and 6 and any subsequent amendments**
- **Check the regulations and definitions of the Gallatin County Planning Dept, phone 582-3130 or**
 - www.gallatin.mt.gov_documents/gallatincomt_plandept/
 - Lazy TH is in the Gallatin County/Bozeman Area (Donut) and is zoned R-S
- **Note that the Lazy TH Covenants are sometimes more strict than the county regulations.**

Description of request: _____

Attached forms/plans/drawings/other materials - indicate what materials you are providing

___ Blueprints – detail of building, fence, wall, garage, outbuilding, privacy screen, or other new structure or change of existing structure, including lot location. Attach a legal-sized copy which will be retained in the Association records

___ Other detailed drawing or photograph

___ Samples of building materials as specified in the covenants

___ Siding ___ Trim ___ Roofing ___ Other – explain _____

___ Land use permit from the Gallatin County Planning Office

___ Other – explain _____

Lazy TH Design Review Request – Page 2 of 2

DRC member receiving request: _____ Date: _____

DRC decision on request:

___ Approved - Date _____

___ Rejected - Date _____

List DRC members approving/rejecting plans:

Reasons for rejecting plans (if applicable)

___ Incomplete Review Request Form

Additional information needed: _____

___ Incomplete plans:

Additional information needed: _____

___ Plans do not meet covenant requirements:

Reasons: _____

If the DRC rejects a proposed project, then the member may appeal to the Board or request a variance from the Board for the project. To do that the Association Member must submit these forms and all accompanying materials as well as a detailed letter justifying the appeal or variance to the Board as described in Part I of these By-Laws.

Fire Pond Maintenance Requirements

These maintenance steps were agreed with the Sourdough Fire Department as a condition for the continued use of the pond as a fire fighting resource.

1. The grass inside the fore pond fence, outside the fire pond fence down the slop of the retaining mound to the level area all around the pond as well as the area around the fire hydrant and the fire engine approach and parking area are to be cut at least once per year to a height no greater than six (6) inches. If this is done by about 6/30, then the grass usually does not grow back.
2. After the grass has been cut each year the well is to be inspected and maintained by a qualified contractor.
3. The pond is to be inspected for growth of water plants, cattails etc. in mid to late summer by a qualified contractor and the plants are to be treated with appropriate herbicides to inhibit growth. This is needed to prevent the plants from blocking the outflow pipe near the center of the pond. If the outflow pipe is blocked the fire department cannot get water from the pond.