

WEDGEFIELD PLANTATION ASSOCIATION POLICY MANUAL

SECTION XIII

LEGAL AFFAIRS

1. LEGAL AFFAIRS COMMITTEE JOB DESCRIPTION

- 1.01 The Chairperson for Legal Affairs shall also serve as Parliamentarian for all Board meetings using Robert's Rules of Order.
- 1.02 The members of this committee shall:
- 1) Act as arbitrators for disputes as provided in other sections of the Policy Manual.
 - 2) Determine if and when an issue must be taken to the WPA retained attorney for action.
- 1.03 The Legal Affairs Committee is responsible for the proper procedures of:
- 1) The Annual Meeting election of Board Members.
 - 2) The conduct of business in Special and Member's meetings.
 - 3) The conduct of legal actions taken by the Board of Directors via the WPA attorney.
 - 4) Sharing confidential information, contracts, agreements, settlements, and legal documents. (Rev 10/15/24)
- 1.04 The Legal Committee shall be responsible for the security camera system and to determine that requests to view footage meets all guidelines. (Rev. 5/21/19)

2. PURPOSE

- 2.01 The objectives of the Legal Affairs Committee are to justly implement Article IV; Article V, sections 6 and 7; Article VI, Article VII and Article IX of the Bylaws.
- 2.02 Article IV outlines the requirements for association membership and thereby voting rights.
- 2.03 Article V states the procedure for the placing of liens on properties when the assessments or other fees (as recommended by the attorney) are in arrears, and to foreclose on properties if necessary.
- 2.04 Article VI provides for the regulations for conducting member's meetings.
- 2.05 Article VII concerns the Board of Directors eligibility and duties.
- 2.06 Article IX addresses legal responsibilities and liabilities of the Board Members and its' designated committees.
- 2.07 Security Cameras: The security cameras are for the security of the ingress/egress at the entrance of the Plantation. The cameras will be un-monitored and are not there to intrude on any resident's privacy and every effort will be made to ensure that it is not being used

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for anything other than criminal investigation. The Legal Committee will be responsible to evaluate requests to view footage and the following criteria must be met.

1. The request form must be filled out and the request to view footage must be accompanied by a police report and attached to the request form.
2. Applicant must be a member in good standing or a renter of a WPA property, or a law enforcement official.
3. The requestor must specify the time-frame that they wish to see.
4. The request must be signed by a member of the Legal Committee.
 5. The Legal Committee will have the authority to deny a request if it feels it is frivolous or too general in nature.
6. The request form appears in Board Policy Manual Appendix XIII.1.

Once all the criteria is met someone from the Legal Committee or the Office Secretary can show the footage being requested to the requestor at the agreed upon time.
(Rev. 5/21/19)

BOARD CODE OF ETHICS (Article IX)

3. ~~The Legal Affairs Committee shall arbitrate~~ questions of Board ethics where:

- 3.01
- 1) All Board members, as Directors, having control of and responsibility for the property of others shall act with scrupulous good faith and candor.
 - 2) All Board members will avoid the perception of conflict of interest, favoritism, and/or acting out of self-interest.

3.02 The Legal Affairs Chairperson shall keep signed "Conflict of Interest" forms for the Board Members on file in the WPA office.

MEMBERS/BOARD MEETINGS (Article VI & Article IV)

4. ~~The Legal Affairs Committee Chairperson, or a designated Committee member, shall~~
4.01 ~~serve as Parliamentarian for:~~

- 1) All Annual Meetings.
2. All Special Meetings.
3. All regular Monthly Meetings.

4.02 The Legal Affairs Committee shall host a one day training session to insure the correct and timely transfer of information to newly elected Board Members, within 60 days of the Annual Meeting.

- 1) All current Board Members, immediate past Board Members, and previous Board Members with needed expertise shall be invited.

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- 2) Each new Board Member shall be provided, in writing:
 - a. An up to date Policy Manual.
 - b. A Job Description of his/her committee.
 - c. Information regarding current contracts such as grounds, insurance, etc.
 - d. Information on current projects approved or pending.
 - e. Information on issues to be dealt with in the future.
 - f. Information on legal issues.

5. BOARD AND COMMITTEE JOB DESCRIPTION

- 5.01 The Legal Affairs Committee shall approve job description frameworks for all Board and Committee positions, subject to periodic changes as conditions and requirements warrant.
- 5.02 Committee job descriptions are part of the WPA Policy Manual.
- 5.03 These shall be in accordance with such duties as stated in the most current edition of Robert's Rules of Order.

6. OTHER LEGAL ISSUES

- 6.01 The WPA President and Legal Committee Chairperson will be the only liaisons to the WPA Attorney, unless another individual is designated by the President or the Legal Chair. (Rev. 5/21/24)
- 6.02 All correspondence with the WPA Attorney, whether written hard copy or electronic text or E-mail must include a copy to the WPA Office. (Rev 5/21/24)

