



**Homeowners Association**  
Oakwoodha.org A Not For Profit Corporation

## Oakwood Homeowners Association Board Community Matters Involvement Guidelines

### OHA Procedure #4

- 1) **Purpose:** To define the criteria establishing when, how, and to what degree the OHA Board will get involved in community matters that affect Oakwood.
- 2) **Responsibility:** The OHA Board of Directors is solely responsible for determining the involvement of the OHA in community affairs.
- 3) **Definitions:** OHA Community Involvement consists of the authorized use of the Oakwood Homeowners Association's name in support of or in opposition to issues in the community. This authorized involvement allows an individual or committee to state that they directly represent Oakwood on the authorized issue when appearing before non OHA organizations.
- 4) **Process:**
  - a) **Obtaining OHA Support:**
    - i) An individual or organization that desires support of the OHA shall request such support at a regular scheduled OHA Board meeting or at the OHA annual meeting.
    - ii) As a minimum, the following information must be presented.
      - (1) A concise description or definition of the issue or problem.
      - (2) An evaluation of how the issue affects our Oakwood community, including its effect on the following:
        - (a) Property values.
        - (b) Safety.
        - (c) Aesthetics.
        - (d) Specific homes affected.
        - (e) Legal ramifications.
      - (3) Actions taken to date by all individuals or organizations involved.
      - (4) Proposed approach or solution to the issue, including the following:
        - (a) Approach or solution
        - (b) Resources required both from the OHA Board, and from the Oakwood community.
        - (c) Timeline of approach.
        - (d) Proposal as to what organization or individual would lead the Oakwood Community in the solution.

- (e) Proposed individual who would lead the community effort.
- iii) The above information should be submitted on OHAP 4.0, Attachment 1.

**b) OHA Board Evaluation of Issue:**

- i) The OHA Board shall obtain additional facts and information, as necessary, prior to determination of OHA involvement.
- ii) Information sources may include but are not limited to the following:
  - (1) Discussions with affected OHA homeowners.
  - (2) Discussions with the OHA community at large.
  - (3) Discussions with other community organizations, including the village, District 201 and the Park District.
  - (4) Discussions with businesses in the area of Oakwood.
  - (5) Consultation with an attorney.
- iii) The OHA Board shall consider and discuss all the above information in a regular or special OHA Board meeting prior to taking action.

**c) OHA Board Authorization:**

- i) After obtaining information from steps 4a & b above, the OHA Board, by majority vote of the board members present, may authorize the OHA to become involved in a specific community issue.
- ii) The authorization shall be for a specifically stated issue and solution approach.
- iii) The OHA Board shall only provide this authorization to an individual or an organization with an individual as the established head of the organization.
  - (1) This individual must be either a member of the OHA Board or an established OHA committee chairperson.
  - (2) If an established committee is not currently in existence that can represent the OHA, the board shall form a committee and appoint a committee chairperson prior to the authorizing that committee to use the OHA name in support of their objectives.
- iv) The authorization for community involvement for a specific issue consists of the following.
  - (1) OHA Community Involvement consists of the authorized use of the Oakwood Homeowners Association's name in support of or in opposition to issues in the community.
  - (2) This authorized involvement allows an individual or committee to state that they directly represent Oakwood on the authorized issue when appearing before non OHA organizations.
  - (3) The authorization does not provide for the authorized committee to commit the OHA to actions or legally binding agreements without specific authorization by the board for those agreements or actions.

**d) OHA Board Oversight of issue:**

- i) Persons or committee's authorized to represent the OHA in community issues shall report directly to the OHA board and update the OHA Board at each

regularly scheduled OHA Board meeting as to the status of the issue until the issue is resolved to the OHA Boards satisfaction.

- ii) The OHA Board, at any time, may withdraw the authorization for the use of the OHA name if board feels the approach or actions taken by the authorized organization are not to the benefit of Oakwood or do not meet the proposal/approach initially authorized.
- iii) The OHA Board shall insure the following are considered and enforced;
  - (1) Adherence to the initial issue definition and solution approach.
  - (2) Respect for volunteers and their limitations, such as time.
  - (3) Relations with Oakwood neighbors, including other communities and businesses.
  - (4) Respect for other public organizations.
  - (5) General neighborhood etiquette
  - (6) Legal activities only

Approved by the OHA Board  
Date of approval: 5/7/2009