

The Overlook Association
Internal Board Operating Procedures

Adopted April 23, 2026

This document will serve as a written supplement to and clarification of actions the Board of Directors and their internal activities as it relates to their responsibilities outlined in The Overlook Association By-Laws as dated 10th of April 2016, hereinafter, *By-Laws*.

These Internal Board Operating Procedures, hereinafter, *Procedures*, can be added to, changed or removed at any future date at the discretion of the Board and with consent of at least three Board Members. Any changes to these Procedures will be in writing.

ITEM 1 – Facebook Administration & Membership

The Overlook Facebook page ADMIN Roles shall have a minimum of four members, but not more than five. These will include, Social Committee Chairman, Neighborhood Directory Chairman, minimum of two current HOA Board Members, but not more than three. No other Association Members can be Facebook Administers without Board approval.

General membership to the Overlook Facebook page is a closed group. It is for and limited to current Overlook residents only.

ITEM 2 – Website Administration

The Overlook website ([The Overlook Neighborhood, Westerville OH - westervilleoverlook.com](http://www.westervilleoverlook.com)) will serve as a reference and communication tool for the Board to the neighborhood. Approval from HOA board members is needed before any new posting can be made. Before a new posting, it must have approval, in advance, by a minimum of three Board Members one of which must be either the Secretary or the President.

ITEM 3 – HOA FEE Adjustments

Annually the Board will present its budget for the coming year. The annual target goal is for our reserves to equal 100% of projected budget. If the reserve falls between 90-100%, no fee adjustment will occur that year. Should the reserve drop below 90% of the projected budget, fees will be raised to restore the reserve back to 100% of the proposed budget within a two-year period. If the reserve exceeds 105% of budget, a special adjustment will be made to that year's HOA fee that yields a reserve equal to 100% of the budget within 2 years.

Fee adjustments are referenced in The Overlook Association By-Laws, ARTICLE VII- Assessments.

ITEM 4 – Filling out the HOA Board

If after the Annual Meeting there is a Board resignation, the Board at its discretion shall have the authority to select a member(s) of the Overlook community, in good standing, to fill out the Board. Any Board member selected in this manner will serve until the next scheduled HOA Annual Meeting. Said selected Board member shall not be related to or live with a current Board member.

At the April 2025 HOA Annual Meeting, this procedure was approved because the Board lacked a fifth nominee to fill all Board positions. More clarification is referenced in ARTICLE V- Board of Directors, Board Duties and Elections, in The Overlook Association By-Laws.

ITEM 5 – Budget/Project Cost Overruns

The Board shall have the fiscal flexibility to exceed the annual neighborhood approved budget or for any contracted project cost, by no more than 10% of the total budget or project costs without seeking approval from Members. Should the budget or any project require funding above the 10% threshold, the board must secure approval from the Members for said budget and/or project overruns.

Each of the five (5) items contained in this document were discussed and approved by Members during the annual Overlook HOA Meeting on April 23, 2026, hereinafter, *Meeting*. Each item and discussion will be in the minutes published for the Meeting. Those minutes are available on the neighborhood website, The Overlook Neighborhood, Westerville OH - westervilleoverlook.com

OVERLOOK HOA PRESIDENT John C. Middle 5/13/26
DATE

John C Middle
Print Name

WITNESS Frank M. Deutchki 5/13/26
DATE

FRANK M. DEUTCHKI
Print Name
TREASURER