Summerwind Homeowners Association

Board of Directors

Required Time to Respond

The Board of Directors is required to respond to all non-emergency requests from the Property Manager within 48 hours, excluding legal holidays and weekends. For Emergency requests, which will be indicated by the inclusion of the word “EMERGENCY” in the subject line, the Board of Directors is required to respond within 24 hours, including legal holidays and weekends.

All requests should be sent by Property Manager via email to the entire Board of Directors. It is the responsibility of each director to keep a current email address on file with the Property Manager.

The time to respond begins when the request is sent. The response from each Directors should be either 1) In writing as a Reply-To-All response to the original request, or 2) when a Director is unable to provide written response, response should be verbal to the President or in the absence of the President, to the Vice President. The President, or Vice President, shall then send a written Reply-To-All response on behalf of said Director.

The Secretary, or Assistant Secretary in the absence of the Secretary, shall keep an official record of responses to each request. Once a response is received from a sufficient quorum of the board to determine the action desired to be taken, the request shall be considered answered and necessary actions should be taken by the appropriate party to execute the board’s decision.

If a sufficient response cannot be attained via replies to constitute a united quorum, or in the event that a response requires the Board of Directors to first hold a meeting to conduct a motion and/or vote, the response time may be extended for an additional 7 business days. However, notice of the intent to hold a meeting must be provided within the above specified number of hours and the meeting itself must be scheduled and held in time to provide the response within the above specified number of business days.