

ARBOR HILL YARD AWARDS COMMITTEE PROCEDURES
Issued by the Arbor Hill Homeowners Association Board Of Directors
March 31, 2018

The Arbor Hill Homeowners Association Board (the "Board") has created the Yard Awards Committee (the "Committee") as an official committee of the Association. This Committee consists of three or four members (to fit comfortably in most cars for the drive-thrus), and one of those members will be designated as being the Yard Awards Committee Chair. Committee members must be resident homeowners (or spouse of a homeowner) of the Arbor Hill neighborhood. The Board selects the members of the Yard Awards Committee from various sources, including volunteer names solicited from the Arbor Hill Garden Club, volunteer names from signup sheets at the Annual Meetings, and also ad hoc requests made directly to the Board.

The Board will appoint one Association Board Member to serve as the official Board Liaison to the Yard Awards Committee; if there are any questions to be addressed by the Yard Awards Committee to the Association Board Of Directors, the communications should be conducted via the Board Liaison.

The Association Board also defines the Yard Award Committee's procedures and judging criteria, which are currently outlined as follows.

PROCEDURES

- Yard awards will be given during the following months: May, June, July, August, September, October, & December. The colder months of October through April are intentionally skipped for the normal beautification type of awards. However, in October & December, awards will be given for special annual holiday décor competitions.
- During the second week of the month, the neighborhood yards will be reviewed by the members of the Yard Awards Committee. Even though only a *maximum* of five yard awards will be made each month, a *maximum* of six addresses may be proposed, in which case one of the six addresses must be identified as a possible "alternate" (thus providing a backup in case one or more of the addresses are determined to be ineligible by PPM). The Committee is not required to submit the maximum number of proposed addresses each month; they are certainly permitted to submit fewer if they do not find enough acceptable yards that month. This proposed address list will be emailed by the Yard Award Committee Chair to Christina Tierney of PPM (ctierney@ppm-inc.biz).
- As soon as possible during the third week of the month, PPM will review the list to confirm eligibility:
 1. to determine whether any of those properties currently have outstanding Association rule violations; and
 2. also to determine whether any of those properties have already received an award that calendar year and if so whether the special holiday décor exceptions (see below) are applicable.
- PPM will reply back to the Yard Awards Committee Chair by email with only the eligible addresses (still clearly identifying the "alternate" as such, if it was itself eligible), and also including the name of

the current residents for each address (i.e. the occupants, not the homeowner for rental properties etc), as the home is registered in the Association's official records. The Committee can then proceed with their installation of up to five of the official Yard Award plaques on the applicable mailboxes.

- As soon as all of the award signs are posted, the Committee Chair is responsible for emailing the final list of recipient names & addresses to the current editor of the neighborhood's Grapevine Newsletter for publication.

CRITERIA FOR AWARD SELECTION

- Normally, recipients may only receive one yard award per calendar year (January through December). However there are some limited exceptions for the special holiday décor awards:
 - The recipient of one of the special October holiday décor awards may also have received a normal yard award earlier that year.
 - The recipient of one of the special December holiday décor awards may also have received a normal yard award earlier that year, but not also a special October holiday décor award.
 - No one may receive both the October and December special holiday décor awards in the same year.
- A maximum of six addresses can be proposed for the yard award during any one month. However, only a *maximum* of five awards can be given out during any one month. So one of the six must be identified in the proposal as an "alternate". If all six are eligible, then the alternate is automatically dropped off the final awards list. If more than one of the six is determined to be ineligible, then those ineligibles will be automatically dropped and there would be *fewer* than five awards that month.
- There will be no "honorable mentions" awarded, nor any other sub-classification (for example, first prize vs second prize) of awards.
- The identity of the proposed "alternate" must be strictly confidential from any person other than the Yard Award Committee members (and PPM but only in the context of their final eligibility review). The Yard Award Committee should keep its specific deliberations confidential. Except for the Association's official announcement in the Grapevine Newsletter and the Committee's posting of the award signage, there will be no communication with residents about the judging results.
- To assure the neighborhood of the objectivity & fairness of the award process, members of the Arbor Hill Yard Award Committee, or any other special or temporary yard award judges, are not eligible to be considered for a yard award.
- Awards are only given to residents who are in compliance with Arbor Hill rules. PPM makes this determination based upon the Association's official records.
- Holiday decorations should enhance the appearance of the neighborhood. The decorations should be attractive during both the day & at night.