

Kingslee Heights Home Association
Homeowner Inquiry Procedures

The following procedures have been put in place in order for the KHHA Board to address homeowner questions and requests.

1. All submissions to be presented in writing.
2. Submissions should not exceed one page in length (excluding supplemental documentation that supports or adds to homeowner issue or comment). The inquiry may include a requested action or actions.
3. Simple facts of the issue/inquiry and the requested action are to be presented. Please, no editorial commentary.
If the inquiry is submitted less than seven days prior, the Board may table the submission to a future Board meeting.
4. The management company will provide each Board member with a copy of the complete submission in the Board meeting preparation packets prior to the upcoming Board meeting.
5. If the inquiry needs further review after the initial presentation to the KHHA Board, the item/issue shall be placed in a tracking system until the issue/item is completed, accomplished, or motioned for action. The submission will be tracked (either by the KHHA Board secretary, the management company or the respective committee) for status updates. From the initial presentation to its completion, all information relevant to the submission shall be documented in the Board meeting minutes. During this process, the homeowners will be kept up to date on status.
6. Once a decision is reached by the Board regarding the submission, a written response stating the Board's decision or position will be sent to the submitting homeowner in a timely and concise fashion.
7. The Board, at its discretion, may place copies of a submission and its response on the KHHA website

Please forward submissions to the following address so that they may be included in the board members preparation packets for upcoming board meetings.

Sharper Management, LLC
10340 Viking Drive
Suite 105
Eden Prairie MN 553.44

Attn: Brian Bruce