

**BURNT STORE LAKES PROPERTY OWNERS ASSOCIATION, INC.  
POLICY/PROCEDURE STATEMENT**

**ADOPT AN AREA**

**PURPOSE:** The purpose of this policy is to establish guidelines for property owners who volunteer to improve and maintain common areas in Burnt Store Lakes.

**SCOPE:** To define the responsibilities of the “Adopt An Area Volunteer” to maintain a specific area within the community. The “Adopt An Area” process will serve at the direction of the Board of Directors and with the guidance of the Adopt An Area “liaison”.

**PROCEDURE:**

1. It is not necessary for “Adopt An Area” volunteers to attend any meetings; however, they should periodically keep the Board or Board Liaison informed on the status of their adopted area.
2. The Adopt An Area volunteer will not experience any out of pocket expenses. If a purchase of any material is deemed necessary or appropriate for the area/project, a request must be submitted to the Adopt An Area Liaison for approval. Receipts for expenditures(s) must be remitted to the Adopt An Area Liaison for reimbursement.
3. The average adopted area should not be overwhelming for the volunteer and it is recommended that no more than 20-30 minutes per week be dedicated to said area.
4. If a designated area would require an additional effort, the area should be addressed by more than one volunteer working together.
5. When committing to an area or project, the maintenance scheduling will be managed by the Adopt an Area volunteer.
6. A volunteer may request to adopt an area by communicating to the Adopt An Area Liaison in writing. The request will specify the area, scope of work and include a completed volunteer “Release Form”.
7. The area must be approved by the Board or Board Liaison and may not be in any areas covered by an Association contract with outside vendors.