

Hidden Springs Town Association, Inc.

5876 West Hidden Springs Drive • Boise, Idaho 83714 • 208.229.2323 • hsta@hiddensprings.com



Association Policy 500

Procedure for HSTA Support (For Projects, Policies, Events, and Funding)

Hidden Springs Town Association (“HSTA”) staff and the Town Council receive numerous formal and informal requests for support, approval, and/or endorsement of new projects, adoption of policies, addition of events, and/or expenditure of capital funding for a new projects, policies, and events from community committees, groups, and individual residents. This Policy 500 (“Policy”) establishes a standard procedure for the consideration and approval of such requests. This Policy does not preclude, override, and/or limit the HSTA office and/or Town Council’s powers and duties relative to the administration, management, maintenance, or operations as provided for and as required by the Bylaws and CC&Rs.

Any HSTA member in good standing (i.e., current HOA account/no outstanding or ongoing CC&R violations), group or community committee, may submit a request or project proposal (“Project Proposal”).

Part 1 - Project Proposal

- The Project Proposal must be in writing and explain the nature or purpose, details, specifications, and estimated financial cost of the request/project (“Project”), as well as the names and contact information for the individual, group, or committee (collectively, “Advocate”) making the Project Proposal. The scope of a submission should be commensurate with the nature and needs of the request. For example, if a policy is proposed, the exact language should be submitted; for other requests a brief paragraph may be sufficient while others may require substantially more.
- The Advocate will be responsible for notifying, in writing, all residents within 300’ of the project (if applicable).
- The Advocate must meet with and obtain support from designated community committees impacted (e.g., Open Space, Farm, Firewise etc.) prior to submission of the Project Proposal to the Town Council.
- Project Proposals should be submitted to the Town Manager for Town Council consideration.
- Town Council will review and evaluate Project Proposals at regularly scheduled monthly working meetings. The Advocate may be invited to present and answer questions.
- The Town Council will initially evaluate any Project Proposal based on whether the Proposal:
 - a. Furthers the goals of the community as set forth in the HSTA’s governing documents.
 - b. Financial/budgetary considerations.
 - c. Any other matter the Town Council deems relevant to a Project Proposal.

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- At the working meeting, Town Council may:
 - a. Approve
 - b. Approve/Continue to Part 2 and 3
 - c. Defer decision
 - d. Request additional information, clarification, research etc.
 - e. Deny
- The Town Manager will communicate the Town Council's decision to the Advocate and discuss next steps (if applicable).

Part 2 - Request/Project Proposal Presentation

- If the Town Council "Approves/Continue to Part 2," the Project Proposal will be included on the next quarterly Town Meeting agenda.
- Prior to the meeting the Advocate is encouraged to reach out to relevant and appropriate community committees, neighbors, and residents to share information about the Project, host meetings to answer questions, and address concerns as well as gain support, commitment, and volunteers if needed.
- The Advocate will need to prepare a presentation (5 to 10 minutes in length) for the quarterly Town Meeting.
- Upon request, the HSTA office can provide guidance and assistance with research and help to obtain information.
- Project Proposal presentations will be to the Town Council and residents in attendance at a quarterly Town Meeting.
- After the meeting, the Project Proposal will be posted for a 30-day comment period for consideration by all HSTA members. Notice of the comment period will be posted on the community website, emailed and posted on social media (HSTA Facebook/Nextdoor), and on the Information Station in the mailroom.
- Comments received during the 30 day comment period will be reviewed by the HSTA staff and shared with applicable community committees and the Town Council.
- Advocate must meet with and obtain endorsement from designated community committees impacted (e.g., Open Space, Farm, Firewise etc.) prior to final submission to the Town Council.
- Advocate is encouraged to host a follow up meeting for residents to address questions and/or concerns identified during the comment period.

Part 3 – Final Presentation

- Advocate will need to contact the HSTA office to be included on the agenda for a regularly scheduled monthly working meeting of the Town Council.
- The Final Project Proposal should include a recap of the nature or purpose, details, specifications, and estimated financial cost of the Project, summary of communication efforts, community response, concerns, and identify any changes to the Project.
- Following the final presentation, Town Council will review and vote on implementation of the Project in the community.

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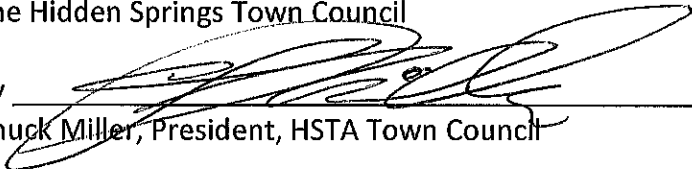
- The Advocate will be notified of the Town Council's decision including any parameters, limitations, required next-steps, and/or any other action the Town Council deems relevant to the Project. The final decision will be posted on the community website, emailed, posted on social media (HSTA Facebook/Nextdoor), and posted on the Information Station in the mailroom.

Refer to: Bylaws of Hidden Springs Town Association and Master Declaration 3.1.7.1; 3.1.8.1; 3.1.8.2; 5.4

Attestation of Adoption:

Pursuant to its authority under the governing documents, the Hidden Springs Town Council on behalf of the Hidden Springs Town Association, Inc. revised Association Policy 500 with immediate effect to enforce the provisions of all governing documents and policies for the Hidden Springs planned community on this 12th day of July, 2016.

The Hidden Springs Town Council

By 

Chuck Miller, President, HSTA Town Council

Witnessed

By 