

DC Ranch Association

Policy 102

Policy on Development and Management of Policies

Policy 102

Date of Adoption: September 11, 2017

Effective Date: September 11, 2017

Last Revised: September 11, 2017

Policy on Development and Management of Policies

102.1 Purpose: Policies provide guidance and ensure consistent and appropriate action for matters concerning the DC Ranch community. The purpose of this policy is to provide the process regarding policy development and approval to ensure uniform standards are consistently maintained.

102.2 Scope: This policy applies to all policies of the Ranch Association. DC Ranch Association policies may apply to DC Ranch Association personnel, community members, board members, vendors, visitors, guests, tenants and anyone who either does business with or enters the DC Ranch community

102.3 Responsibility: The DC Ranch Association Board of Directors.

102.4 Policy Development Procedure: Policies will be developed by the following procedure.

102.4a Policy Origination: Any member of the Board of Directors, any DC Ranch Association Committee, any staff member and any member of the community may recommend a policy and its subject matter.

102.4b Policy Committee: All recommended policies will be directed to the Policy Committee for review and recommendation. The times and dates of all Policy Committee meetings will be noticed 10 calendar days in advance of the meeting and shall be open to members to attend as observers.

102.4c Board Review and Member Comment Period: When the Policy Committee recommends a new policy or a change to a policy and prior to the Board's formal vote, community members shall be provided with a 30-day comment period, where they are afforded an opportunity to provide input and comment on the proposed policy. The proposed policy or policies will be posted on the community's website and notice regarding the posting will reflect in the weekly *This Week on the Ranch* e-mail to DC Ranch residents.

102.4d Board Vote: Following the expiration of a 30-day member comment period, the Board of Directors shall consider the final draft provided by the Policy Committee at its next regularly scheduled board meeting. The policy will be approved if a majority vote of the board members, present at the meeting in person, by telephonic communication or by proxy, constituting a quorum, vote in favor of the policy.

The Board of Directors will approve the policy by a majority vote of the Board members.

102.4e Policy Effective Date: Policies shall be effective immediately upon Board of Directors' approval or at another date stipulated to by the Board.

102.4f Emergent Policies: On rare occasions, the Board of Directors may need to adopt a temporary policy that does not follow the process above in order to respond to an emergent issue. If the Board of Directors determines by a 2/3 vote of the entire Board that a temporary and emergent policy is needed, the Board of Directors may approve it by majority vote of the Board members present at the meeting in person, by telephonic communication or by proxy. Such policies which will be considered temporarily operational for 90 days or until the Board of Directors cancels the policy or approves a replacement policy, whichever event occurs first.

102.5 Policy Review Annually: The Board of Directors shall annually receive and review the current policies and determine if revisions are required. Proposals to modify, add or delete policy language shall follow the standard policy approval procedure.

102.6 Policy Documents: All policy documents shall be uniform in their format and style.

102.6a Policy Format and Template: All policies will comply with the attached policy format template (Attachment 1) and include data using the following structure: Policy Number, Effective Date, Revision Date, Title, Purpose, Scope, Responsibility and signatories. All policies shall be written in Microsoft WORD using Calibri 12 pt. font, with 1" margins.

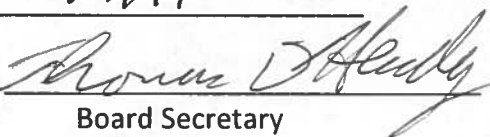
102.6b Voice: Policies shall be clear and concise and written in the third person.

102.6c Changeable Data: Polices shall not include information that is likely to change often such as names or phone numbers, as they will cause the policy to be outdated quickly.

102.6d Acronyms: When using acronyms, spell out the words that the acronym represents the first time followed by the acronym in parenthesis after which the acronym itself may be used alone.

102.6e Numbering: All policies shall be numbered within the following categories: 100's Administrative, 200's Personnel, 300's Financial, 400's Facilities, 500's Operations.

Approval Date: 9-11-17

Attested to by:  Date 9/22/17
Board Secretary