



Policy 102
Policy on Development and Management of Policies

Date of Adoption: September 11, 2017

Effective Date September 11, 2017

Last Revised: September 11, 2023

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. Association policies may apply to 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 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 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 4 calendar days in advance of the meeting and shall be open to members to attend as observers.

102.4c Board of Directors Review and Member Comment Period: When the Policy Committee recommends a new policy or a change to a policy and prior to the Board of Directors formal vote, community members shall be provided with a ~~230~~-day member 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 DCRanch.com and notice regarding the posting will reflect in the weekly *This Week on the Ranch* e-mail to DC Ranch residents.

102.4d Board of Directors Vote: Following the expiration of a ~~3020~~-day member comment period, the Board of Directors shall consider the final draft provided by the Policy Committee at its next regularly scheduled Bboard meeting. ~~The policy will be approved if a majority of the board members, present at the meeting in person or by telephonic communication, 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 by the Board.

102.4 f Emergency 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 emergency issue. If the Board of Directors determines by a 2/3 vote of the entire Board that a temporary and emergency policy is needed, the Board of Directors may approve it by majority vote of the Board members present at the meeting in person, or by telephonic communication. Such policies 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 As Needed: The ~~Policy Committee~~ Board of Directors shall receive and review the current policies and determine if revisions are required as deemed necessary. Proposals to modify, add or delete policy language shall follow the ~~standard~~ policy ~~approval~~ development 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~~ an established 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 with consistent formatting following DC Ranch Brand Standards.

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

102.6c Changeable Data: Policies shall not include information that is likely to often change 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~~ 100's Administrative, 200's ~~Personnel~~ Financial, 300's ~~Financial~~ Operations, ~~400's~~ Facilities, and ~~500's~~ Operations. ~~400's~~ Other.

Approved by:

Date:

Effective Date: