



Policy 102

DEVELOPMENT AND MANAGEMENT OF POLICIES

Date of Adoption: September 11, 2017
Effective Date September 11, 2017
Last Revised: ~~January 7, 2025~~August 4, 2026

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 uniformity. ~~standards are consistently maintained.~~

102.2 Scope: This policy applies to all policies of the DC 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: 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 request development of a policy for consideration by the Board of Directors.~~

102.4b Policy Committee: All ~~recommended requested~~ 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, it will first be presented to the DC Ranch Association Board of Directors for authorization to post for resident comment. Upon Board authorization, and prior to the Board of Directors formal vote, community members shall be provided with a 20-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~~ will be shared with all community members. ~~Notwithstanding the above, the committee, at its discretion, may update policy format and/or grammar, without requiring member comment and Board approval.~~

102.4d Board of Directors Vote: Following the expiration of a 20-day community member comment period, ~~the Committee will review all submissions. The Committee will then prepare a final policy for Board consideration.~~ the Board of Directors shall consider the final draft provided by the Policy

~~Committee at its next regularly-scheduled Board meeting.~~

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

~~**102.4f Emergency Policies:** On rare occasions, the Board of Directors may need to adopt a temporary policy that does not follow the process above to respond to an emergency. If the Board of Directors determines by a 2/3 vote of the entire Board 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 As Needed:** The Policy Committee 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 policy development procedure.~~

~~102.6~~

102.5 Policy Documents: All policy documents shall be uniform in their format and style to the extent possible.

~~**102.5a Format:** Where possible, policies will be uniform with an established policy format template 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.~~

~~**102.5b Voice:** Policies shall be clear and concise and written in the third person.~~

~~**102.7 Policy Format and Template:**~~

~~**102.7a Format:** Where possible, policies will be uniform with an established policy format template 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.~~

~~**102.7b Voice:** Policies shall be clear and concise and written in the third person.~~

~~**102.7c 5c 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.~~

~~**102.7d 5d Acronyms:** When using acronyms, spell out the words that the acronym represents the first time followed by the acronym in parenthesis Acronyms shall be spelled out in their first use, after which the acronym itself may be used alone.~~

~~**102.7e 5e Numbering:** All policies shall be numbered within the following categories: 100's Administrative, 200's Financial, 300's Operations, 400's Other.~~

Approved by the DC Ranch Association Board of Directors on Jan. 7, 2025.

Effective Date: Jan. 7, 2025

