



Policy 102

DEVELOPMENT AND MANAGEMENT OF POLICIES

Date of Adoption: September 11, 2017

Effective Date September 11, 2017

Last Revised: 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.

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 request development of a policy for consideration by the Board of Directors.

102.4b Policy Committee: All 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. The proposed policy or policies will be posted on DCRanch.com and notice regarding the posting 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.

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

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.

102.5c 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.

102.5d Acronyms: Acronyms shall be spelled out in their first use, after which the acronym itself may be used alone.

102.5e 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

Effective Date: