



## **SMOKLER TRUESDELL HOMEOWNERS' ASSOCIATION CREATION, APPROVAL AND AMENDMENT OF BOARD POLICIES**

**Section 1. Purpose.** The homeowners' association has decided that policies and procedures used in day-to-day running of the association would be useful to augment the Association By-Laws and the Restrictions and Covenants. They therefore have created this process for creating and amending association board policies.

**Section 2. Policy Creation.** Any association member in good standing may request the creation of a board policy. Approval for creation of a policy requires a simple majority of board members present at the meeting when the request is made. The board, at its discretion, may request further information regarding the proposed policy before voting on its creation. Upon approval for creation the board shall assign an individual responsibility for drafting the policy. The request for and/or approval of a proposed new policy will be included in the board meeting minutes along with a request for input and comments from association members.

**Section 3. Policy Approval.** Upon completion, a draft policy shall be presented at a monthly board meeting. The meeting minutes shall summarize the policy and inform association members that the draft policy is available on the association website. The association board shall vote on the draft policy at the next regularly scheduled board meeting.

**Section 4. Policy Amendments.** Board policies shall be amended using the same steps used in the creation and approval of new policies.

**Section 5. Policy Interpretation.** Board policies are written by lay people for lay people. They are intended to aid the board in the day-to-day running of the association. They are not considered legal binding documents. Policy language should be considered to use common dictionary terms. Interpretation of board policies shall be the responsibility of the association board and the board's interpretation shall be final.

**Section 6. Policy Retention.** The association secretary shall maintain the original copy of all board policies. Where signatures are required, as is the case with *Privacy Policy*, the association secretary shall maintain the signed originals.

**Section 7. Publication and Notification.** Association members shall be notified when a policy is approved by including its approval in the meeting minutes where they are approved. Drafts of policies under consideration along with approved policies shall be available on the association website. Existence of board policies shall be published in the association newsletter a minimum of once a year along with how to obtain copies of them. In addition to printing copies from the association website hard copies may be requested from the association secretary. A nominal fee of \$0.10 per page plus postage shall be assessed.