

# Village Grande at English Mill Homeowners Association

## PROCEDURE 110 - ADOPTION OF POLICIES, PROCEDURES, RULES, REGULATIONS OR GUIDELINES

**EFFECTIVE DATE:**     **January 00, 2018**

**1.1 Subject** - The practice to be followed when adopting policies, procedures, rules, regulations or guidelines (“Policy” or “Policies”) regarding the operation of the Village Grande at English Mill Homeowners Association (“VEGM HOA”).

**1.2 Purpose** - To adopt a standard procedure to be used in developing policies to facilitate the efficient operation of the VGEM HOA.

**1.3 Authority** - The VGEM HOA Governing Documents, Bylaws, Articles of Incorporation and Federal, State and local law.

**1.4 Scope** - The VGEM Board of Trustees (the “Board”) of the VGEM HOA may adopt policies to facilitate the efficient operation of VGEM HOA, including the clarification of ambiguous provisions in its documents, or as may be required by law.

**1.5 Responsible Party** - The Board of Trustees.

**1.6 Definitions** - Unless otherwise defined in this policy, initially capitalized or terms defined herein shall have the same meaning. Use of the masculine gender shall be deemed to refer to the feminine gender and use of the singular shall be deemed to refer to the plural, and vice versa, whenever the context so requires.

**1.7 Policy Statement** - The Board supports the use of uniform practices in the creation and adoption of all policies, procedures, rules, regulations and guidelines. This practice will ensure that the residents of VGEM will be provided with efficient and effective leadership and managerial organization.

**1.8 Procedure** - The Board shall utilize the following practices when adopting any Policy.

Drafting Practices - The Board shall consider the following in drafting a policy:

- a. The HOA governing documents, Federal, State and local law granting the Board the authority to adopt such a policy;
- b. Need for such a policy based upon the scope and importance of the issue;
- c. The immediate and long-term impact of the policy;
- d. The Board will have sole discretion to determine if other committees, clubs and/or individuals should have opportunity to recommend pertinent information to drafting a policy;

Adoption Practices - Prior to the formal adoption of a policy, procedure, rule, regulation or guideline, the Board will:

- a. Issue a copy of the document to all VGEM residents before the first formal presentation of the document at an Open Session meeting of the Board of Trustees;
- b. Residents who attend the formal presentation of the document will have opportunity to comment on the issue;
- c. The Board shall have sole discretion in determining if any resident comments shall be incorporated into the final version of the policy;
- d. The Board will have sole discretion in determining when a policy is ready for final approval and shall conduct a formal vote at an Open Session meeting of the Board of Trustees;
- e. Upon formal approval of policies, procedures, rules, regulations or guidelines, a copy will be placed in a book designated as a *VGEM HOA Policy Manual*;
- f. The Board may deviate from the practices set forth in this policy if in its sole discretion such deviation is reasonable under the circumstances;

**1.9 Amendments** - This policy may be amended from time to time by the Board.