

Cedar Highlands HOA Policy and Procedure

Policy Number: No. 2021-1

Name: CHHOA Policy on Policies and Procedures

Date of Inception: November 19 2020

Date of Last Update: May 1, 2021

Objective:

The objective is to define, record and pass on Policy decisions to future Boards for the purpose of making all decisions objective and fair and to have consistency between Board terms. They are not in addition to nor should they conflict with the CC&Rs, our governing documents, but are general practices and define actions past boards have taken for the benefit of current and future boards.

Background:

The Board of Directors believes that there is a need for a formal approach to policies and procedures, including establishing a procedure for the creation and regular review of policies.

The aim of the creation of policies and procedures is to ensure the fair and equitable handling of all matters that may come before the Board from time to time.

Policy:

To be a policy of the board, the item in question must have the following characteristics:

- A. Be identified in the motion to create it, as a “policy” of the Board;
- B. Have a draft version posted on the website for more than 10 days before a vote and be duly passed by the Board of Directors;
- C. Establish a rule or convention of general application, not related to a “one-off” event, or to a reaction to a specific problem or set of circumstances unless such reaction has a long-term effect which merits

Cedar Highlands HOA Policy and Procedure

Policy Number: No. 2021-1

the establishment of a policy; and

- D. Be a rule or convention of general application governing the Board in any matter involving the board exercising its role in managing of the HOA and any other matter with respect to which the board determines on an ad hoc basis that it is in the best interests of the HOA to enact a policy
- E. Any policy or procedure may be amended at any time by a majority of the Board Members as long as a quorum is present.
- F. Any new policy, procedure, or amendment shall take effect no sooner than 48 hours after it is passed, included in the appropriate location in the Policy Manual and published on the CHHOA website.
- G. These Policies and Procedures are to be kept to a minimum. Only items that need to be consistent from year to year should be put into this format.

Any policy and procedure must be summarized substantially in the same format as this Policy on Policies.

Procedure:

- 1) A Policy to be a 'Policy' of the Board, must be moved, seconded and carried by the Board of Directors as a 'policy of the Board' and must then be included in the appropriate location in the Policy Manual and published on the Cedar Highlands HOA website.
- 2) All policies must be reviewed by the Board of Directors or a designated committee appointed by the Board, no less frequently than every two years from the date of the last review (preferably each new term of the Board will review the Policy Book);
- 3) In conducting its review of policies, the Board Members shall ensure that all of the Policies and Procedures are still pertinent and shall recommend, to the full

Cedar Highlands HOA Policy and Procedure

Policy Number: No. 2021-1

Board, amendment or repeal any policies or procedures that are out of date or now considered inaccurate.

- 4) Any Policy and Procedure may be amended or repealed at any time by a majority vote of a quorum of the Current CHHOA Board of Directors, with amendments also having been posted for 10 days before the vote.
- 5) The Procedure for amending or Repealing a Policy and Procedure shall be;
 - A. Amendments shall be done by strike out of any text to be removed and any text to be added shall be in another color.
 - B. Repealing a Policy and Procedure shall be done by marking the policy with a ~~by~~ watermark "REPEALED"
 - C. After 6 month, the Amended Policy and Procedure shall have the strike out removed, and the colored text be changed to black. A copy of the Policy and Procedure with the strike out shall be moved to the rear of the book for posterity. The date of the amendment or repeal shall be clearly marked on the copy moved to the rear of the book.
 - D. All Policy and Procedures shall be kept in numerical order in the book and on the CHHOA website including the amendments and repeals.