

BOARD POLICIES

West Meadows Estates
Homeowners Association Inc.

ADMINISTRATION

Policy 101

Policy Outline

Effective: September 16, 2015

By: 

Mike Eastlund, Board President

1. PURPOSE

To provide a uniform method to develop and record policy documents of the Association.

2. PERSONS AFFECTED

List persons affected; employees, Board members, residents etc.

3. REFERENCES

Should be appropriate federal, state, county or city law, Association bylaws and Restated Declaration of Covenants, Conditions and Restrictions for West Meadows Estates as may be amended from time-to-time and recorded in the Polk County deed records as applicable.

4. DEFINITIONS

4.1. CC&R document: Restated Declaration of Covenants, Conditions and Restrictions for West Meadows Estates as may be amended from time-to-time and recorded in the Polk County deed records as applicable

4.2. Board Policy Manual: A manual which explains the policy, procedure and responsibility for following Board policy.

4.3. WMEHOA: West Meadows Estates Homeowners Association, Inc., which may also be referred to "Assn."

5. POLICY

5.1. The above definitions shall apply to every Board policy adopted.

5.2. All policies follow the applicable laws, bylaws and CC&R's.

5.3. Any policy approved by the Association Board or referendum of the Association should be written, approved and recorded in the policy manual.

5.4. Any changes, corrections, additions or deletions to the policy manual may, but is not required, be placed on the web page for community review prior to approval by the Board.

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5.5. Any Notice, information or other written material required to be given to an owner or director under the declarations or bylaws or ORS 94.550 to 94.783 may be given by electronic mail, facsimile or other form of electronic communication except as specified in ORS 94.652 (2).

5.6. A copy of the current Board policy manual is posted on the web page and available to members of the community for review.

5.7. Any new policies must be sent to each Association member upon approval of the Board.

6. RESPONSIBILITIES

6.1. Board members, officers and employees should use this format when writing Board policy.

6.2. It is the responsibility of the Board president to review any policy before a motion is made for approval of a policy by the Board.

7. PROCEDURES

7.1. When writing Board policy, all seven major headings should be included in the document. If no information is applicable to a section, insert the notation N/A.