

BOARD POLICIES

West Meadows Estates
Homeowners Association Inc.

ADMINISTRATION

Policy 101

Policy Outline

Effective: 9-30-2024

By: 

Mike Eastlund, Board President

1. PURPOSE

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

2. PERSONS AFFECTED

Employees, Board members, contractors, residents, etc.

3. REFERENCES

Appropriate federal, state, county, or city law, Association bylaws, and the 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 occasionally and recorded in the Polk County deed records as applicable.
- 4.2. **Board Policy Manual:** This manual explains the policy, procedure, and responsibility for following Board policy.
- 4.3. **WMEHOA:** West Meadows Estates Homeowners Association, Inc., which may also be called "Assn."

5. POLICY

- 5.1. The above definitions shall apply to every Board policy adopted.
- 5.2. The Board shall develop policies so that members understand how the CC&Rs and Bylaws will be interpreted and enforced by the Board.
 - 5.2.1. Board policies must follow the applicable laws, bylaws, and CC&Rs as determined by the Board.
- 5.3. Any policy approved by the Association Board or referendum of the Association shall be written following this policy and recorded in the policy manual.
- 5.4. Any changes, corrections, additions, or deletions to the policy manual may be posted on the web page for community review before Board approval, but they are not required.

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5.5. The Board must provide and send to each Association member any new or modified policies it approves.

5.6. The Board may give 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 in person, by electronic mail, facsimile, or other form of electronic communication except as specified in ORS 94.652 (2) and CC&R section 24 miscellaneous provisions, d. NOTICES:

5.6.1. When unable to use electronic communication, any required information must be provided by US Mail or Certified US Mail.

5.7. The secretary must post a copy of the current Board policy on the web page for community members to review.

6. RESPONSIBILITIES

6.1. Board members, officers, and employees are responsible for using the format of this policy when writing Board policy.

6.2. The Board president must review and approve any policy before a motion is made for its approval by the Board.

7. PROCEDURES

7.1. The document shall include all seven major headings when writing Board policy. If no information applies to a section, insert the notation N/A.