

BUCKHORN VILLAGE HOMEOWNER'S ASSOCIATION

POLICY

ADOPTION AND AMENDMENT OF POLICIES, PROCEDURES AND RULES

The purpose of this document is to define the procedures used by the BUCKHORN VILLAGE HOMEOWNER'S ASSOCIATION Board of Directors to adopt, review, repeal and amend policies, procedures and rules.

RATIONALE FOR POLICY, PROCEDURE, AND RULE DEVELOPMENT

An organization can only be successful and operate efficiently if the policies, procedures and rules are defined in a manner that reduces misunderstandings, vagueness and delineates what is required or expected. Policies, procedures and rules will be adopted, amended, and repealed based on the Association's needs and/or state legislative requirements. If the Board of Directors encounters a situation for which a written policy, procedure or rule has not been adequately defined to allow the Property Management Company or the Board of Directors to address the situation, or if input from Association members indicates the need, a policy, procedure or rule may be developed and adopted, amended or repealed.

DOCUMENT PROCESS

The process of developing a new document may occur in Board meetings, committee meetings or via email, depending upon the Board's discretion, for that particular document. The Board may also solicit Association members' input via meetings, mailings or personal contact with the Board of Directors or a committee of Association members delegated by the Board.

VOTING

In all matters where a vote is required, either to accept a motion or to adopt, amend, or repeal a policy, procedure or rule, a quorum of the Board is required to conduct such business. A proxy vote may be given to another Board member by an absent Board member for a specific document and must be dated and his/her vote so stated in the proxy. All proxies will be collected after each vote and maintained with the minutes of that meeting for the Association's records.

PROCEDURE:

ADOPTION OF A POLICY, PROCEDURE OR RULE:

Upon encountering a situation or condition that may require a written policy, procedure or rule the Board will have a discussion to determine if such requires a written document. A motion may then be made to draft such a document followed by a vote. If approved the Board will delegate one or more members of the BUCKHORN VILLAGE HOMEOWNER'S ASSOCIATION Board of Directors to draft the needed policy, procedure or rule. This (These) member(s) will be the coordinator(s) to process this document from initiation to adoption by the Board.

- | | |
|---------------------|--|
| First draft | Each Board member will review the draft document and provide his/her corrections, comments or additions to the document. The coordinator(s) will then make all corrections, changes or adjustments to the draft document. The document will then be provided to all Board members for "Final Review". |
| Final review | Each Board member will review the final review document to assure that his/her corrections; comments or changes were incorporated into the document. If the document is not complete, in the Board member's view, he/she so notes it in his/her response back to the coordinator(s). If the document is not ruled complete, the coordinator reverts back to the "first draft" process. This process will continue until all Board members are satisfied with the "final review" document. At this point the Board will "Vote" to approve the document. |

Vote Upon satisfactory completion of the "final review" document the Board of Directors shall entertain a motion to approve the document. Motion accepted – a vote shall be taken for the adoption of the document defining the policy, procedure or rule. A quorum is required to entertain a motion or a vote. A majority of the Board members present or by proxy is required for adoption of any policy, procedure or rule. Should the motion not be accepted, a discussion would follow to determine needed changes to the document which may result in reverting back to the "first draft" process. Any document failing to receive a majority of the Board members' votes shall be deemed to have failed.

Notification The document shall be provided to the Property Management Company who will update the Association's information database in order that members will have access to the latest information. Documents adopted or amended shall be published in an Association newsletter, at least on an annual basis, and posted on the Association's website, if such exists.

REVIEW

All documents are to be reviewed on an annual basis. It is suggested that this review occur in the first scheduled Board meeting following the annual homeowner's meeting. In this manner the new Board member(s) will be made aware of these documents and be provided with needed information in the conduct of their offices. Should a review determine that a document requires modification, the Board will appoint (a) coordinator(s) who will draft and process the modification in the same manner as defined above under "Adoption of a Policy, Procedure or Rule," starting with "First draft".

AMENDING

The documents are written with the knowledge that amendments, from time to time, may be required. If, at any time, the Board receives input from Association members, its review process, or any other source that reveals the need to amend a document, the Board shall review the suggested amendment. Following discussion it may be moved and seconded to amend the document. A vote to amend the document shall then be taken. The Board will appoint (a) coordinator(s) who will process the amendment the same as defined above under "Adoption of a Policy, Procedure or Rule," starting with "First draft". The amending of a document shall require notification to the Property Management Company who will update the Association's information database in order that members will have access to the latest information. Notice of a document's amendment shall be published in an Association newsletter and posted on the Association's website, if such exists.

REPEAL

These documents are written with the knowledge that they may be repealed, as necessary, most often due to obsolete or outdated documents. If, at any time, the Board deems a policy, procedure or rule document to be unnecessary, the Board shall require a motion and second to repeal such document. A vote to repeal the document shall then be taken. The repeal of a document shall require notification to the Property Management Company who will update the Association's information database in order that members will have access to the latest information. Notice of a document's repeal shall be published in an Association newsletter and posted on the Association's website if such exists.

IN WITNESS WHEREOF, the undersigned certify that this RESOLUTION was adopted by the Board of Directors of this association on this 13th day of December 2005.

BUCKHORN VILLAGE HOMEOWNER'S ASSOCIATION by:

Dale Toal, President
Dale Toal

Cassandra Gonçalves V.P.
Cassandra Gonçalves

Witnessed:
Jeannette Murphy, Secretary
Jeannette Murphy