

## **Policy #1.1**

### **EASTLAKE PARK HOME OWNERS ASSOCIATION POLICY ON DEVELOPING POLICIES**

#### **1.1.1 Purpose of the Policy**

It is the purpose of the Policy to develop policies to create a standard format and numbering system to ensure that future policy documents can easily be inserted and easily located by subsequent Board of Directors of the Eastlake Home Owners Association.

#### **1.1.2 Policy**

The policy states that only the Board of Directors can authorize a policy to regulate activities within the confines of the subdivision for both owned and common properties. A majority vote of the members of the Board of Directors is required to adopt a policy.

#### **1.1.3 Policy Structure**

##### **1.1.3.1 Policy Attribute**

The structure of each policy will include a number for the given area addressed, a number for each attribute of the area addressed (with a decimal separation) and a number for each clarification point (with a decimal separation) and an additional number for additional clarification points.

##### **1.1.3.2 Clarification of Attribute**

There is no limit to the number of decimal separations that can be utilized, but the structure must be maintained throughout all policies.

##### **1.1.3.3 Policy Effective Date**

An "effective date" will be added to the bottom of all policies, affective that date.

##### **1.1.3.4 Policy Revised Date**

A "revised date" will be added to the bottom of all policies which are revised, affective that date.

##### **1.1.3.5 Policy Rescinded Date**

A "rescinded date" will be added to any policy which has been rescinded/deleted, affective that date.

##### **1.1.3.6 Example**

Effective    \_\_\_/\_\_\_/\_\_\_  
Revised     \_\_\_/\_\_\_/\_\_\_  
Rescinded   \_\_\_/\_\_\_/\_\_\_

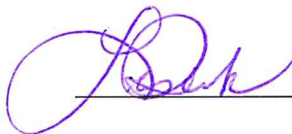
**1.1.4 Definitions**

- 1 = Policies
- 2 = ARB
- 3 = Finance
- 4 = Social Committee
- 5 = Infrastructure
- 6 = Safety
- 7 = Fines & Property Liens
- 8 = Board of Directors

**1.1.5 Approval Process**

Policies written by the Board of Directors will be voted on by the board and approved by a majority of the board. Once approved, the policy will be signed by the then President or Vice President (in the absence of the president), and the secretary of the Board of Directors. A copy of the policy will be distributed to each board member and the management company (if one exists), and the signed original will be kept by the secretary of the Board of Directors.

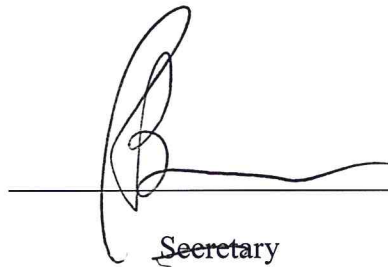
**1.1.6 Approval**



President

4/27/16

Date



Secretary

4/28/16

Date

Vice-President

New 4/27/16  
 Revised   /  /    
 Rescinded   /  /