

## **Abiqua Heights Homeowners Association**

### **STEPS FOR DEVELOPMENT OF BOARD POLICY**

It is the intent of the Board to provide homeowners the opportunity to provide input before any policy is adopted.

Step 1 \_\_\_Board decides that a policy is needed. Board Members or Homeowners draft policy as a committee.

Step 2\_\_\_Draft of policy is shared at open board meeting. Recommendations from Board and Homeowners will be expected. Based on the suggestions, the Committee redrafts the policy, if needed. (First month of Board public discussion)

Step 3\_\_\_Redraft is submitted to Board for review. If the Board approves the policy as a draft it is submitted to Homeowners for input via the Arrow, e-mail, or separate mailing. Written comments are encouraged, as well as verbal with deadline established. All written comments must be signed by homeowners. If the Board does not approve the draft it is referred back to the committee for a rewrite. (2<sup>nd</sup> month of board public meeting)

Step 4\_\_\_Committee recommends those comments that should be included in draft and redrafts policy and submits to board for adoption. Note: the number of drafts of a policy are unlimited; until the majority of the Board is prepared for a vote. Board votes on policy with/out additional recommendations. If policy is approved it is publicized to the members, inserted in Policy Handbook and becomes effective on date adopted or a date designated by the Board. (3<sup>rd</sup> month of Board public meetings)

The above procedures will be followed to amend or terminate the policy as well.

DATE OF ADOPTION: February 8, 2007

DATE EFFECTIVE; February 8,2007

Date (s) Amended: \_\_\_\_\_