

**Heritage Glen III Homeowners Association
SUBJECT: POLICY DEVELOPMENT AND IMPLEMENTATION**

Purpose

The purpose of this Policy is to establish clear standards and guidelines for developing, publishing, implementing and managing policy statements pertaining to the management of Heritage Glen III Homeowners Association. These statements are intended to provide management continuity for the Heritage Glen Division III Homeowners Association (HG III-HA) Board of Directors. Clear policy statements can help eliminate confusion and pave the way for implementing and managing the HG III-HA interests.

This policy supersedes Heritage Glen III Policy:
2011-001 POLICY DEVELOPMENT AND IMPLEMENTATION.

Defined Terms

As used in this Policy statement the following terms have the stated definitions:

- 1. Heritage Glen Third Addition Homeowners Association (“HG III-HA”):** The legal entity responsible for operating and governing the Heritage Glen Third Addition homeowners association, in accordance with its Articles of Incorporation, Bylaws, Declaration of Covenants, Conditions and Restrictions, Washington State law and other governing documents.
- 2. Policy:** A plan or course of action designed to influence and determine decisions or actions; a course of action, guiding principle, or procedure considered to be expedient, prudent, or advantageous.
- 3. HG III Policy File:** A written file maintained by the HG III HA Board of Director’s Secretary which stores the policy statements pertaining to the management of Heritage Glen III Homeowners Association.

Policies

- 1. Policy Development Process; Content; Approval and Promulgation; and Changes.**
 - A. Step One: Define the Issue or Problem**

The process of policy development begins with recognizing the need for written policy. Often the board of directors or committee chair faces a decision that would be easier to make if a policy existed.

The board is not alone in identifying policy needs. Homeowners, tenants, the state or federal government, and other homeowner associations are all sources of policy issues and problems.

B. Step Two: Gather Necessary Information on the Issue

- Sample policy language and analysis from other associations
- Experience from other associations
- Annual or special homeowner meetings
- Committee assessments
- State or federal laws and regulations

C. Step Three: Secure Recommendations from the Board of Directors

Once facts are available, the board listens to recommendations for handling the policy issue. The board is often charged with recommending policy action, since they are responsible for carrying out the policy.

D. Step Four: Discuss and Debate at the Board Level (include input of affected parties)

- Is the content within the scope of the board's authority?
- Is it consistent with local, state, and federal law?
- Does it support the HG III HA's goals and objectives?
- Is it good (personal, business) practice?
- Is it reasonable? (Are any requirements or prohibitions arbitrary, discriminatory or capricious?)
- Does it adequately cover the subject?
- Is it limited to one policy topic?
- Is it consistent with existing policies?
- Can it be administered?
- Is it practical?
- How much will it cost?

E. Step Five: Draft Policy

A draft policy will be initiated.

F. Step Six: Hold First Reading

Once in writing, the policy draft is placed on the board's agenda for a first reading, giving notice to everyone interested that the board has a specific policy under consideration. A copy is provided to each board member prior to the board meeting. At this time the board has the opportunity for preliminary discussion of the proposed policy and, if it chooses, may hold

a public hearing. A public hearing is recommended for important or controversial draft policies.

G. Step Seven: Make Revisions

Revise the policy based on the information gained from the questions, comments and suggestions obtained after the first reading. A copy of the revised document shall be provided to each board member prior to the next board meeting for their review.

H. Step Eight: Hold Second Reading (if necessary)

The period between the first and second reading allows time for all concerned persons to ask questions, make comments, and offer suggestions for changes and improvements. A second public hearing may also be held.

I. Step Nine: Adopt the Policy

The HG III HA Board of Directors approves a policy statement by majority vote.

J. Step Ten: Distribute to the Public

Seeing the policies are distributed as widely as possible is one way to ensure implementation. A written copy of the approved policy statement will be maintained for public review by the HG III HA Board of Director's Secretary. The approved policy shall be posted to the HG III website.

K. Step Eleven: Oversee Policy Implementation

Policy oversight is a dynamic process that includes an evaluative component. Oversight is intended to make sure that the policy accomplishes its goal. Policy oversight can provide guidance on whether to continue or modify the policy and to determine future courses of action.

L. Step Twelve: Policy Evaluation and Revision or Modification

Policies should be reviewed on a regular basis as a part of the board's standard operating principles. They can become out of date, unclear, or even contrary to the way in which the homeowner's association is operating. When any of this occurs the policy needs modification or elimination. The policy amendment process is the same as the policy adoption process.

2. **Board of Directors Role**

The Board of Directors of Heritage Glen Third Addition Homeowners Association shall develop and record policy statements that establish clear standards and guidelines pertaining to the management of Heritage Glen III Homeowners Association operations. The HG III HA Board of Directors shall use this policy as:

- A. a plan or course of action for the development of future policy statements that are designed to influence and determine future decisions or actions;
- B. a course of action, guiding principle, and procedure for the development of future policy statements.

3. **Policy Numbering and Identification**

Each policy document will be numbered using the format of the calendar year and a unique sequence number indicating the sequence of the new policy (e.g., 2011-001; meaning the first policy written in calendar year 2011).

4. **Conformance**

If any provision of this policy violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

5. **Changes to this Policy**

HG III Board of Directors reserves the right to change, modify or update this policy at any time without notice.

6. **Annual review**

HG III HA Board of Directors members shall:

- A. Individually review and document the review annually.
- B. The HG3 Secretary shall maintain a record of the annual reviews

7. **Expiration**: This Policy Statement shall expire six years from date of promulgation or sooner if revoked or amended.

This Policy Statement is approved as policy by the HG III Board of Directors: 04/12/2011.

This Policy Statement was reviewed, amended, and approved by HG III-HA Board of Directors 4/12/2016. Promulgation date remains as 04/12/2011; expiration date is now 04/12/2017.

This Policy Statement was reviewed, amended, and approved by HG III-HA Board of Directors 4/10/2017.