

HIGHLAND HILLS MAINTENANCE COMMISSION
Board of Trustees

BOARD POLICY NO: 1-1

Dated: 3 June 1992

Revised: 18 Nov 2007

(Notice: This Policy supersedes all previous HHMC Board actions related to this subject)

TITLE: GENERAL ADMINISTRATION: BOARD POLICIES

PRIMARY RESPONSIBILITY: HHMC SECRETARY

REFERENCES:

- 1) HHMC Board meeting minutes, 3 June 1992
- 2) HHMC Articles of Incorporation, Article IV, Section 1; and Bylaws, as amended, Article V, Section 7A.

PURPOSE:

1. Board Policies are pre-made decisions reflecting Board action for the good of the order and in the best interest of the Commission members, based on the authority of the Articles of Incorporation and By-laws of HHMC and the PC&R's that run with the land.
2. Written Board Policies have several advantages. They "sunshine" Board actions, lend consistency, orderliness and efficiency to the day-to-day functioning of the Commission and provide the answer to questions coming from Commission members and new Board Members. The Policies become a business-like history of the organization and present a way to avoid repeating mistakes or errors in judgments. Yet, Policies are not inflexible; since they are created by the Board, and as circumstances change, they can be changed by the Board.
3. Certain Policies (for example Policy 3-3) may refer to Clallam County or other legal requirements that are or may be applicable to properties owned by Commission members. The inclusion of such references does not constitute a representation by the Commission, its Board or its officers that there are no other requirements that are or may be applicable. Commission members are individually responsible for determining the legal requirements applicable to their respective properties and for compliance to such requirements.

PROCEDURES:

1. Such actions by the Board, making motions or by receiving reports of committees that may become policy-making in nature, should contain the essential elements necessary for the adoption of a Board Policy. They are:

- a). Title: descriptive of the Function or Purpose of the policy.
- b). Office Responsible: assigned responsibility for the procedure or activity covered in the policy.
- c). References: verify authority and support other essential facts used in the policy.
- d). Terms or definitions: explain esoteric terms or what is unique to help clarify the policy; define acronyms.
- e). Purpose: explain in the first paragraph why the policy has been created.
- f). Procedures: embodied in the policy to accomplish its purpose and include, as required, specific actions, by whom, by when, with timelines for accomplishment and consequences of failure.

2. The Board will identify: a) if a Board action is to be made a Board Policy; b) if the policy supersedes or replaces prior Board Policy; and c) designate the responsible Board member/HHMC committee.

3. Board members and/or committee chairpersons are responsible to provide the essential information necessary to complete the policy in the format with content indicated above in PROCEDURES, paragraph 1.

4. It will be the responsibility of the Board Secretary to:

- a). insure a Board action which has been designated as policy is reflected in the minutes as such.
- b). provide reasonable assistance in policy preparation for those requiring it.
- c). provide copies of Board Policies to Trustees.
- d). maintain a current Master Copy of HHMC Board Policies.
- e). maintain a master index of current/revised Board Policies.