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BOARD PROCEDURE,
DOCUMENT CONTROL

Approval

Author Name:		Date:	
Board Approval minutes date			
Released/Archived by		Date:	

Revision History

Revision Number	Changed Sections	Change Description
P1	NA	Initial Draft
P2	TOC, 7.1	Reformat Table of Contents, Add Accounting Procedure
P3	2,3,5,7.1	Change PPOA to PPPOA, Add Property to Definition of PPPOA
P4	1	Correct Name of Ponderosa Pines Property Owners Association
P5	TOC 1 3 4.1 5 6 7.1 7.2.5 7.3	Updated page numbers. Clarified and added policies. Added policies. Added" It is outside the scope of this procedure to define Record archiving and control. A separate procedure is needed to define this." Changed designate to Board Designee. Added definition of policy, record, and procedure. Added ORS 95. Clerical corrections. Added Section Added "Secretary or the Board designee".

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Table of Contents

1   Background

The Board of Directors generate various internal documents during the performance of their duties. These documents may include Operation Procedures, Maintenance procedures, Safety Procedures, Archiving policies or any other type of policy or procedure. These policies and procedures, though valuable, are not useable unless they are controlled in some fashion. This Document describes the Document Control System, (DCS), for Ponderosa Pines Property Owners Association.

2   Purpose

Board operation is defined through Oregon statute which has been broadly written to allow individual HOA's flexibility to define how they will operate within that framework. PPPOA has high level documents governing its operations, the CC&R's, and the Bylaws. Boards have created detailed internal procedures in the past to define further how to conduct business within the framework of the controlling documents mentioned above. However, there is no structure to preserve these procedures and allow orderly change.

3   Scope

This Procedure defines how to control policies and procedures generated by the BOD of PPPOA. It is outside the scope of this procedure to define Record archiving and control. A separate procedure is needed to define this.

4   Responsibility

  4.1 Secretary or Board Designee: Assures Board approval, Publishes new documents or versions and archives old versions.
  4.2 Board of Directors or their designee/s: Approve all documents.
  4.3 Author: Write or modify document and circulate for comment of BOD or Designee/s.

5   Definitions

PPPOA	Ponderosa Pines Property Owners Association
HOA	Homeowner's association
BOD ?? BoD ?? Board ??	Board of Directors
DCS	Documentation Control System
Documentation	Written instructions/guides defining methods to operate within the BOD
Resolution	~~A formal written and approved policy relating to matters external to the board~~
Record	An authentic official copy of a document deposited with a legally designated officer.
Procedure	A particular way of accomplishing something.
Policy	A high-level overall plan embracing the general goals and acceptable procedures.

6   Applicable documents

  • Applicable sections of ORS 94 and 95
  • 2008 Restated Declarations, Restrictions, Protective Covenants and Conditions for The Ponderosa Pines Deschutes County, Oregon
  • 2008 Restated Bylaws of The Ponderosa Pines Property Owners' Association

7   Procedure

    7.1   Numbering system

A spreadsheet will be available in the common DCS folder enumerating the assigned numbers and allowing users to assign numbers. The numbering system is defined below:

Type of Document	Numbering System	Revision system
Resolution	PPPOA Resolution #original date Title	Rev date-Rev#
Board Procedure	BP-NNN (Sequential Numbering)	Rev "Letter" Special P-NN (P-1,2,3 etc) is used for Preliminary During Approval process use Current release Letter-NN (Rev A-1,2,3 etc.)
Maintenance Procedure	MP-NNN (Sequential Numbering)	
Accounting Procedure	AC-NNN (Sequential Numbering)	

    7.2   Archiving/Publishing

        7.2.1   A folder shall be generated in the PPPOA web site titled Documents

        7.2.2   Permissions for all items in this master folder will be read/download only.

        7.2.3   There will be sub folders for each prefix listed in section 7.1 except resolutions which shall continue to be listed on the home page of the website.

        7.2.4   An archive folder will be in place in each sub folder and permissions shall be read only.

        7.2.5   Resolutions will remain published on the website as is customary.

    7.3   Approval cycle

        7.3.1   Author shall write or modify a procedure, noting the changes in the Revision History, pg2.

        7.3.2   Author to circulate it to the BOD for review and collate all changes as agreed upon. For each iteration increment the current Revision by a -1,2,3 etc.

        7.3.3   Once the draft has been tentatively agreed upon, it will be placed in the agenda for a BOD meeting and voted for approval. If approved, it will be so noted in the minutes and this will be authorization to release the procedure/document for use.

        7.3.4   After approval the Secretary or the Board designee will update the document to the next revision letter, enter the approval information on Page 1 and publish it to the appropriate folder in the Documents drive. The old revision will be moved to the archive folder.