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BOARD PROCEDURE, DOCUMENTATION

Approval

Author Name:	Steve Maurer	Date:	05/09/23
Board Approval:	Board Meeting Minutes	Date:	06/22/23
Released/Archived by:	Steve Maurer	Date:	06/30/23

Revision History

Revision Number	Changed Sections	Change Description
P5		Final Draft Revision
A		Initial Release
A-1	All	Corrections, Clarification Updates, Add Appendix A, B and C, Removed TOC
B		B Release

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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 procedure for documentation, for the Ponderosa Pines Property Owners Association.

2 Purpose

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

3 Scope

This procedure defines how to maintain policies and procedures generated by the BOD of PPPOA. It is outside the scope of this procedure to define record archiving and maintenance. 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: approves all documents.
- 4.3 Author: writes or modifies documents and circulates for comment of the BOD or their designee/s.

5 Definitions/Acronyms

PPPOA	Ponderosa Pines Property Owners Association
HOA	Homeowner's association
BOD	Board of Directors
Documentation	Written instructions/guides defining methods to operate within the BOD
Resolution	A formal expression of opinion or intention agreed on by the BOD typically after taking a vote.
Record	An authentic official copy of a document deposited with a legally designated officer.
Policy	A high-level overall plan embracing the general goals and acceptable procedures.

6 Applicable documents

- ORS 94 and 65
- 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

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7 Procedure

7.1 Numbering system

A separate Procedure Numbering Index (Appendix A) will list all numbers for documents, excepting resolutions. The Index will be updated and published by the Secretary or Board Designee per 7.2. The Index is not a controlled document and does not need approval to update.

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)	
Financial Procedure	FP-NNN (Sequential Numbering)	
Secretarial Procedures	SP-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 The Procedure Numbering Index and all Documents created through this procedure shall be published in the Document folder.

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

7.2.4 An archive folder maintaining history for each document will be maintained by the Secretary or the Board designee.

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

7.3 Approval cycle (refer to appendix B and C for more details)

7.3.1 The author shall write or modify a procedure and note the changes in the Revision History.

7.3.2 The author shall circulate the procedure to the BOD for review and collect all changes as agreed upon and resubmit for board approval. 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 per section 7.2. The old revision will be moved to the archive folder per 7.2.4.

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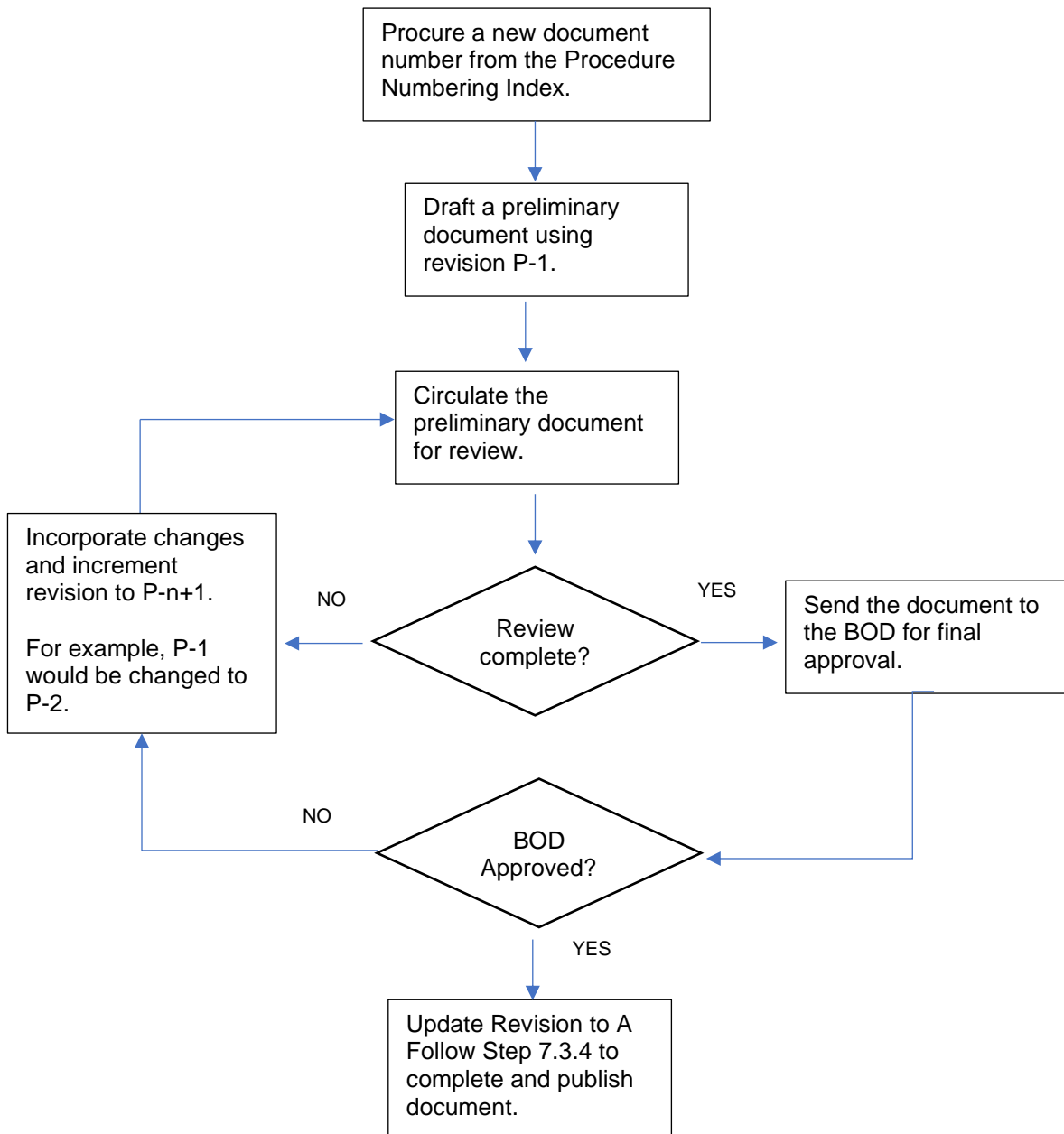


Appendix A Procedure Numbering Index

A numbering index will be available to assign numbers using the suggested format below:

Board Procedures		
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Appendix B Flow Diagram New Document



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Appendix C Flow Diagram Existing Document

This chart illustrates a change from the released A revision to a released B revision. Other revision changes shall follow the same pattern.

