

**Eight Point Lake Property Owners' Corporation
Policy / Procedure**

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| Issue Date: 8/31/2024 | Title: Policy and Procedure Amendments | Author: Doug Rau |
| Date Approved by BOD: 8/31/2024 | | Reviewer(s): Cindy Tank Karla Hayden Denise Hicks Karlyn Wickham |
| Next Review Date: 8/31/2026 | | |

Statement of Purpose

In 2024, the Eight Point Lake Property Owners' Association (EPLPOC) took steps to document policies and procedures (P&P's) which may have been generally recognized and/or practiced within the corporation, but did not exist in writing. The effort to document the policies and procedures was done for the the following purposes:

Consistency: Having documented policies ensures they are consistently interpreted and applied to all EPLPOC members. This helps avoid misunderstandings or accusations of unfair treatment.

Clarity: Clear policies and procedures helps to provide members with a transparent understanding of how the Corporation functions and how members can be involved. This clarity can help prevent disputes and promote harmony within the community.

Compliance: The Corporation must adhere to local, state, and federal laws, as well as rules outlined in the EPLPOC bylaws. Documented policies and procedures help to ensure the Corporation remains compliant with these obligations.

Financial Management: The EPLPOC has financial responsibilities, such as collecting dues, budgeting, and managing expenses. Documented policies and procedures can help ensure that financial matters are handled in a transparent and responsible manner.

Policy

Overall responsibility for documenting and maintaining the EPLPOC policies and procedures falls upon the EPLPOC Board of Directors. The Board may appoint a committee to aid in this task, but must approve any additions, changes, or deletions to the policies and procedures. This approval is performed through vote of the entire EPLPOC Board of Directors, as per the Board voting process outlined in the EPLPOC bylaws.

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Procedure

1. P&P Repository
 - 1.1. All documented P&P's are to be presented within the EPLPOC official website (www.8pointlake.org). As such, they will be publicly accessible.
 - 1.2. The addition, change, or removal of P&P documents within the EPLPOC official website is to be performed by the EPLPOC designated website coordinator. Such additions, changes, or removals are to be performed upon request made by the EPLPOC Board of Directors Chairperson or the P&P Committee Chairperson after the addition, change, or removal has been approved by the full Board of Directors.
 - 1.3. Copies of the P&P docs (including superseded versions) are to be retained permanently, as per the EPLPOC Records Retention policy. Links to documents which have become obsolete or superseded by newer versions are to have their links removed so they are no longer publicly accessible. Such documents are also to be clearly annotated or watermarked as "OBSOLETE" or "SUPERSEDED".
2. P&P Maintenance and Change Requests
 - 2.1. All P&P documents are to be periodically reviewed for accuracy and approved by the Board of Directors at a minimum of every two years.
 - 2.2. While a P&P committee may be appointed to aid in the overall maintenance of the P&P's, responsibility for the details within the P&P's typically falls to those persons or committees charged with execution or enforcement of a given P&P. These changes are to be coordinated with the P&P committee chairperson, who in turn will see to it that Board of Directors approval is obtained prior to adoption. *For example, a P&P document for the "Posting of Association Minutes" exists. As the Corporate Secretary is largely responsible for the activities outlined in this P&P document, the Secretary is expected to be entirely familiar with the document and propose changes to it over time as needed.*
 - 2.3. EPLPOC members may also request changes to P&P's. This should be done by consulting their respective Shore Representative, who in turn can bring the matter to the Board of Directors attention. The Board will then prescribe related committee actions as needed.
 - 2.4. Changes may be proposed, made, or implemented at any time of the year, provided they have been reviewed by those persons responsible for enforcement and/or execution, and have been approved by the Board of Directors.
 - 2.5. New versions of P&P documents are to be designated with version numbers enabling historical tracking of the documents. A two-part version number (ex: 1.0, 1.1, 2.0) is to be applied with the first part being incremented as major revisions are implemented and the second part being incremented as minor

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revisions are implemented. The person making the updates will determine if changes qualify as major or minor, with consultation of the P&P committee if necessary. The date of revisions, a short summary of them, and who made the revisions is also to be captured within each P&P document.

REVISION HISTORY

| Rev # | Date | Description of Revisions | Revised By |
|--------------|-------------|---------------------------------|-------------------|
| 1.0 | 8/31/2024 | Document origination. | Doug Rau |
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