

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

Issue Date: 8/31/2024	Title: Posting of Association Meeting Minutes	Author: Denise Hicks
Date Approved by BOD: 8/31/2024		Reviewer(s): Doug Rau
Next Review Date: 8/31/2026		

Statement of Purpose

To inform membership in a timely manner, what decisions were made at EPLPOC General Membership and Board of Directors meetings.

Policy

As per Section 7 of the EPLPOC bylaws, the Corporate Secretary is to take minutes of all meetings of the Board of Directors and all General Membership meetings. Minutes from these meetings are to be posted on the official EPLPOC website.

It is not mandatory that minutes be taken during EPLPOC committee meetings. As such, the posting of committee meeting minutes is not required.

Procedure

1. Meeting minutes are recorded by the Corporate Secretary. "UNAPPROVED" is to be noted in the title.
2. Once the minutes are typed, the Secretary is to email the minutes to the Executive Committee members for their review.
3. Once approved by the Executive Committee and within 30 days of the meeting, the Secretary is to send the UNAPPROVED minutes to the EPLPOC Website Coordinator for posting on the official EPLPOC website.
4. The Website Coordinator works with a web site administrator (third party) to post the minutes on the website. The title of the minutes document at this point should state "UNAPPROVED". For example, 09/06/23 Annual Mtg UNAPPROVED minutes.
5. Once the meeting minutes are approved at the next meeting, the Secretary is to make any revisions called for in the approval process, remove "UNAPPROVED" from the title, and forward the approved minutes to the Website Coordinator.

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6. The Website Coordinator is to post the approved minutes to the EPLPOC official website and remove UNAPPROVED from the title of the minutes as shown on the website to indicate they are approved. For example, 09/06/23 General Membership Mtg minutes.

REVISION HISTORY

Rev #	Date	Description of Revisions	Revised By
1.0	8/31/2024	Document origination.	Denise Hicks