



Policy ADM-01

ISHOA POLICY NUMBERING & FORMAT

RESPONSIBILITY -- The Secretary of the Indian Summer Home Owner's Association Board of Directors is responsible for coordinating, categorizing, numbering, formatting, updating, distributing, maintaining and posting all policies that are approved or amended by the board.

NUMBERING -- The numbering of all ISHOA policies should follow the alpha-numeric scheme:

- Policy Numbers **begin with three ALPHA** characters denoting a Category:

Administrative Policies = ADM
Financial Policies = FIN
Security Policies = SEC

Policies should be given an ADM identifier if they do not readily fit within another category. Additional categories can be added, if appropriate, using the same approach as shown; however, a category should not be created unless there are at least two policies within the category.

- The two alpha characters are **followed by two NUMERIC digits, with a dash between**. The NUMERIC identifiers are assigned in sequence within each category:

ADM-01 The first issued Administrative Policy
ADM-02 The second issued Administrative Policy
FIN-01 The first issued Financial Policy
FIN-02 The second issued Financial Policy ... etc.

- **Deleted Policies.** If a policy is rescinded or deleted for any reason, the Policy Number assigned to it should not be re-used but, rather, should remain in the main Policy List with a notation that it was deleted, the date it was deleted and refer to the associated motion number.

FONT – To allow for a clear delineation of letters versus numbers and clearly *italicized* text, all ISHOA Policy documents should use **Times New Roman (or similar) font, 12-pt size**.

FORMAT – The following page shows an example of the layout, standard headings, numbering, and content guidance for all ISHOA Policies.

EFFECTIVE DATE AND RECORD OF AMENDMENTS

03/19/2015, Original Policy ADM-01, approved by Board Motion 2015-011, includes "Example" on following page.



Policy ADM-XX

EXAMPLE

TITLE OF THE POLICY

1.0 REFERENCE(S) *(provide a reference to any associated Policy, CC&R, RCW section)*

- 1.1 Amended CC&R, Article X, Section 8.3
- 1.2 Amended CC&R, Article XX, Section 2.9
- 1.3 ISHOA Policy ADM-00, Amendment Dated 1/1/2010

2.0 PURPOSE

State the reason for creating and implementing the Policy. Include any assumptions, findings, etc. Use subsection numbers (as shown in Section 3.0, below) only if there are two or more subsections; otherwise use a single paragraph as shown here.

3.0 POLICY

- 3.1 Clearly state any responsibilities, timing, requirements, and any definitions (if appropriate).
 - 3.1.1 Use additional subsections, if needed.
 - 3.1.2
- 3.2 If the Policy is being amended, show the revised language and delete previous language that is no longer applicable.
- 3.3 If there is a form associated with the Policy, include a copy with the Policy.

4.0 RESPONSIBILITY

[all policies should include the following statement in this section]

The Board or its delegate is responsible for enforcement, maintaining and keeping this policy current and to obtain Board approval of changes, as necessary.

5.0 EFFECTIVE DATE AND RECORD OF AMENDMENTS

___/___/20___, Original Policy, effective ___/___/20___, Board Motion 20___-___.

___/___/20___, Amendment 1, effective ___/___/20___, Board Motion 20___-___, amended to reflect change in.....

(In a footer, show the Policy number and page number on each page of the policy)