

Policy for Creating Waterfront District Policy

Resolution of the Board of Directors Regarding Policy Creation

Effective January 15th, 2024

WHEREAS "Master Declaration" is the "Declaration of Covenants, Conditions and Restrictions for Waterfront District" pertaining to and affecting Waterfront District; "Association" is the Waterfront District Homeowners Association; "Bylaws" are the Bylaws of Waterfront District Homeowners Association; and "Board" is the Waterfront District Board of Directors.

WHEREAS, Article V, Section 5.4 of the Master Declaration directs that the affairs of the Master Association shall be conducted and managed by a Board.

1. Purpose:.....	1
2. Policy:.....	1
3. Identification of Policy Need:.....	1
4. Drafting of Proposed Policy:.....	2
5. Publication of Proposed Policy:.....	2
6. Board Vote:.....	2
7. Enforcement:.....	2
8. Amendment:.....	3
9. Review and Documentation:.....	3
10. Adherence to Laws and Governing Documents:.....	3
11. Effective Date:.....	3
12. Review Date:.....	3

1. Purpose:

The purpose of this policy is to establish a transparent and inclusive process for the Waterfront District Homeowner's Association (HOA) board to create and amend policies that align with the needs and desires of the community and meet the objectives set forth by the HOA's Codes, Covenants and Restrictions (CC&Rs).

2. Policy:

The HOA board shall have the authority to create policies for the HOA as documented in Section 5.5.1.4 of the CC&Rs. Policy creation shall follow the procedures outlined below.

3. Identification of Policy Need:

The board shall identify the need for a new policy by considering the needs and desires of the HOA members and adhering to the governing documents including

- The CC&Rs of the HOA.
- Bylaws
- Articles of Incorporation
- Resolutions
- Policies and Amendments

4. Drafting of Proposed Policy:

The board shall draft a proposed policy that is clear, concise, and enforceable. The policy should address the identified need and aim to promote the well-being and harmony of the community. The policy shall be drafted in consultation with HOA members and other stakeholders.

5. Publication of Proposed Policy:

The proposed policy shall be made available to all HOA members for review and feedback. This can be done by publishing the policy in the HOA newsletter or on the HOA website for a **period of at least 30 days**. The board shall ensure that members are aware of the policy's availability via email or newsletter and encourage them to provide feedback. The board shall also **hold a public hearing** (e.g., at a board or special meeting) to allow HOA members to express their opinions, ask questions, and provide additional feedback on the proposed policy.

6. Board Vote:

Following the public hearing and review of member feedback, the board shall vote on the proposed policy at a regular board meeting. Prior to the board's vote, the board shall entertain public comment regarding the proposed policy. The board may approve the policy, reject it, or

modify it based on the feedback received. The board's decision and any modifications to the original policy proposal shall be communicated to the HOA members promptly.

7. Amendment:

Policy amendments may be proposed and approved by the HOA board using the same process as outlined in this policy. Amendments shall be communicated to the members and made available for review and feedback before being voted upon.

8. Review and Documentation:

This policy shall be reviewed periodically, at least once every two years, to ensure its effectiveness and relevance. The board shall maintain proper documentation of the policy creation process, including feedback received, decisions made, and the rationale behind them.

9. Adherence to Laws and Governing Documents:

The creation of policies shall be conducted in accordance with all applicable laws, regulations, and the governing documents of the HOA.

10. Effective Date:

This policy shall take effect immediately upon approval by the HOA board.

11. Review Date:

The first review of this policy shall be conducted no later than **November 1st, 2025**, with subsequent reviews to be carried out every **two years**.