

# **Mountain Lodge Unit Owners Association (MLUOA)**

## **Policy for Document Nomenclature (G-100-0)**

**SUBJECT:** Policy for Document Nomenclature.

**PURPOSE:** To adopt a standard nomenclature for documenting Policies, Forms, and Resolutions of the MLUOA.

**AUTHORITY:** The Declaration, Bylaws, and the Uniform Common Interest Ownership Act of West Virginia.

**EFFECTIVE DATE:** November 1st, 2018.

**RESOLUTION:** The MLUOA hereby adopts the following Policy:

**1) Policies.**

- The naming convention for Policies will involve one (1) letter followed by four (4) numbers. The letter represents the category the Policy falls within, the next three (3) numbers represent the Policy number, and the final number represents the Policy version:
  - **Policy categories:** **B** = Building and Grounds, **F** = Financial, **G** = General
  - **Versions:** **0** = Original Policy, **1** = First Amendment, **2** = Second Amendment, (etc.)

*Example: "B101-2" represents a Building and Grounds Policy numbered 101, that has been amended twice since the original adoption of the Policy.*

**2) Forms (including Lists and Schedules).**

- The naming convention for Forms will involve one (1) letter followed by three (3) numbers representing the Policy category and number to which the Form is related. Form names will also include a fourth number, which represents the number of that Form within the Policy to which the Form is related, and a fifth number, which represents the version of that Form.

*Example: "B101-1-0" represents the original version of the first Form related to Buildings and Grounds Policy 101. "B-101-2-3" represents the third amendment to the second Form related to Buildings and Grounds Policy 101.*

**3) Resolutions.**

- The naming convention for Resolutions will involve the fiscal year (1 October to 30 September) and a number representing the order of the resolution for that fiscal year.

*Example: "2016-4" represents the 4th resolution passed by the EB in fiscal year 2016.*

**PRESIDENT'S CERTIFICATION:** The undersigned, being the President of the MLUOA, certifies that the EB adopted the foregoing Policy at a duly called and held EB meeting on the 29th day of September, 2018 and, in witness thereof, the undersigned has subscribed his name.

