

## **Mountain Lodge Unit Owners Association (MLUOA) Protocol for the Adoption of Policies, Procedures, Rules, Regulations, or Guidelines**

**SUBJECT:** Protocols for adopting policies, procedures, rules, regulations, or guidelines (hereinafter “Policy” or “Policies”) regarding the operation of the MLUOA.

**PURPOSE:** To adopt a standard methodology for developing MLUOA operational Policies.

**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 protocol for developing Policies:

- 1) **Scope.** The Executive Board (EB) of the MLUOA may, from time to time, adopt certain Policies as may be necessary to facilitate the efficient operation of the MLUOA, clarify ambiguous provisions in other documents, or as may be required by law. The EB will follow these procedures when adopting any Policy.
- 2) **Drafting Protocol.** MLUOA management, the EB, or the Governing Documents Committee may propose draft Policies. Draft Policies will go to the Governing Documents Committee for review or revision prior to submission to the EB. The EB will consider the following in Policy drafting:
  - a. Do the governing documents or West Virginia law grant the EB authority to adopt the Policy?
  - b. Is there a need for the Policy based upon the scope and importance of the issue?
  - c. Do the governing documents adequately address the issue already?
  - d. What are the immediate and long-term impacts and implications of the Policy?
- 3) **Adoption Procedure.** Upon adoption of a Policy, the EB will work with MLUOA management to make a reasonable effort to promptly notify all Owners of the Policy and its effective date.
- 4) **Effective Date.** All new policies, procedures, rules, regulations, or guidelines will take effect not earlier than thirty (30) days after the EB adoption date.
- 5) **Recordkeeping of Policies.** The EB will maintain adopted Policies in printed form in a designated Policy Book, as well as in digital form on the Owner’s portion of the Mountain Lodge website.
- 6) **Definitions.** Unless otherwise defined in this Protocol, initially capitalized or terms defined in the Declaration will have the same meaning herein.
- 7) **Supplement to Law.** The provisions of this Protocol will be in addition to and in supplement of the terms and provisions of the Declaration and the laws of the State of West Virginia.
- 8) **Amendment.** This Protocol may be amended from time to time by the EB.

**PRESIDENT’S CERTIFICATION:** The undersigned, being the President of the MLUOA, certifies that the EB adopted the foregoing Protocol 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.

*Wes Brendel*

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