

<b>Drafted:</b>	<b>03-28-2018</b>
<b>Effective Date:</b>	<b>06-01-2020</b>
<b>Modified Date:</b>	<b>N/A</b>
<b>Revision:</b>	<b>0</b>
<b>Category:</b>	<b>General Policies</b>
<b>Name:</b>	<b>Procedures for the Adoption of Policies, Procedures, Rules, Regulations, or Guidelines</b>

**RESOLUTION OF RIMFIRE LODGE CONDOMINIUM ASSOCIATION, INC.  
REGARDING PROCEDURES FOR THE ADOPTION OF POLICIES, PROCEDURES,  
RULES, REGULATIONS, OR GUIDELINES**

**Adopted 04/06/2020**

SUBJECT: Adoption of a procedure to be followed when adopting policies, procedures, rules, regulations or guidelines (hereinafter “Policy” or “Policies”) regarding the operation of the Association.

PURPOSE: To adopt a standard procedure to be used in developing Policies in order to facilitate the efficient operation of the Association.

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

**EFFECTIVE DATE: June 1<sup>st</sup>, 2020**

RESOLUTION: The Association hereby adopts the following procedures to be followed in adopting Policies of the Association:

1. Scope. The Board of Directors of the Association may, from time to time, adopt certain Policies as may be necessary to facilitate the efficient operation of the Association including the clarification of ambiguous provisions in other documents, or as may be required by law. The Board shall follow the following procedures when adopting any Policy.
2. Drafting Procedure. Policies may be suggested by Association management, individual Board members, the Board or homeowners. The Board shall consider the following in drafting a Policy:
  - a. Whether the governing documents or West Virginia law grants the Board the authority to adopt such Policy;
  - b. The need for such Policy based upon the scope and importance of the issue and whether the governing documents adequately address the issue; and
  - c. The immediate and long-term impact and implications of the Policy.
3. Adoption Procedure. Upon the adoption of a Policy, the Policy or notice of such Policy, including the effective date shall be provided to all Owners by any reasonable method as determined in the sole discretion of the Board.
4. Effective Date. The effective date of all policies, procedures, rules, regulations, or guidelines will occur 30 days after the adoption date by the Board of Directors.
5. Record Keeping of Policies. The Board of Directors shall keep copies of any and all adopted Policies in a book designated as a Policy Book, as well as posted on the owner’s portion of the Rimfire Lodge Condominium website.

6. Definitions. Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning herein.
7. Supplement to Law. The provisions of this Resolution shall be in addition to and in supplement of the terms and provisions of the Declaration and the law(s) of the State of West Virginia.
8. Amendment. This Procedure may be amended from time to time by the Board of Directors.

**PRESIDENT'S CERTIFICATION:** The undersigned, being the President of the Rimfire Lodge Condominium Association, Inc., a West Virginia nonprofit corporation, certifies that the foregoing Resolution was adopted by the Board of Directors at a duly called and held meeting of the Board of Directors on the 6th day of April, 2020 and in witness thereof, the undersigned has subscribed his name.

RIMFIRE LODGE CONDOMINIUM ASSOCIATION INC., a West Virginia nonprofit corporation.

DocuSigned by:  
*Kevin M. Elvin*  
By: \_\_\_\_\_  
F42FA6122E0A446...  
PRESIDENT