

Lake Cushman Maintenance Co.
3740 N. Lake Cushman Road
Hoodsport, WA 98548

Document Title:

Lake Cushman Maintenance Co. Board Resolution No. 2024-04 Adopting the Policy Relating to Policy on Policies at the June 27, 2024 Lake Cushman Board of Directors meeting, *replacing Resolution No. 01-21 recorded under ANF 2151108 on February 25, 2021 and Policy on Policies & Procedures dated May 5, 2003.*

Grantor:

Lake Cushman Maintenance Co.

Grantees:

Public

EXHIBIT A

Policy Tracking Sheet

All draft policies shall be accompanied by a policy tracking sheet or electronic equivalent, created during Step 1, below. The Tracking Sheet shall contain at minimum:

- The name of the policy
- Originator
- Dates that actions were taken and a one-line description of each action

Actions include originating the policy, distributing the policy, making recommendations to the originator, revising the draft policy, votes taken on the draft policy, and final decisions regarding adoption of the policy. The tracking sheet shall be retained in LCMC files.

If needed, a brief summary by staff can be attached to the suggestion/item. This would include instructions that its reply and comments are to be sent to the LCMC Policy Committee.

For suggestions, new ideas and recommended changes the following procedures will be in effect.

Step 1

Department Staff

LCMC staff will review the request to move it forward.

If the suggestion or recommendation contains insufficient information or data for a review the Originator will be notified. If the suggestion/item(s) calls for action outside of LCMC control or would in whole or in part duplicate existing procedures or policies, then the originator will be notified of this result. Otherwise, the submitted item should be moved forward to the appropriate Committee with the authority to consider the suggestion/item.

A.) If the Originator is a Board Member or Board Committee acting under direction of the Board or LCMC Staff acting under direction of the LCMC General Manager (GM):

- The Originator prepares the draft new or revised policy and an accompanying resolution and tracking sheet.
- Once draft documents are prepared, proceed to Step 2.

B.) If the Originator is an HOA member:

- Initial draft documents shall be submitted to the LCMC Executive Secretary, who will attach a policy tracking sheet. The Secretary shall distribute the draft documents and tracking sheet to the LCMC GM, President of the LCMC Board of Directors, and Chair of the LCMC Policy Committee.

At the Board meeting, the Originator (or designated spokesperson) will be invited to discuss the origin and need for the policy or policy revision. Questions are taken. The Board takes comments from Staff and Committee members, as applicable.

The Board discusses the content and at their discretion should ask for member comments for new policies and substantial changes to existing policies. The Board may wave member comments for minor changes or those driven by external agencies such as WA state law.

The Board then votes on whether to:

- Send to members for comment
- Draft the policy as written
- Propose Revisions
- Reject the proposal

The Directors make motions for any changes they want to see. If the Board decides that revisions are needed, the Board communicates this to the Originator and the Originator either makes or approves the requested revisions or chooses not to proceed. This step may be repeated until the Board either approves the draft Policy, proposes it for member comment, or rejects it. If the Board determines that member comment is appropriate before making a decision, proceed to Steps 4–6. If the Board decides member comment is not needed, they may proceed directly to step 6. Substantive policies shall be provided for member review.

Step 4

Member Comments

Once approved for member comment, the LCMC Executive Secretary places the draft policy and resolution on the LCMC website, notifies members of online availability, and indicates the period for submitting written comment (minimum of 14 days). The staff provides hard copies to members upon request.

LCMC Staff prepare a spreadsheet summarizing the comments received, and any additional information provided by members who submitted comments or asked questions.

If the draft policy originated in a Committee, the Committee will discuss member comments and suggest any recommended revisions to the policy before forwarding it to the Board for further discussion.

The spreadsheet and any recommended revisions are made available to the Board, the LCMC GM, and involved LCMC Staff and Committee Chairs electronically and placed in the Director's packets for an upcoming Board meeting.

Appendix Policy Change Diagram

The Policy change diagram provides a visual assistant of the review process but not meant to be comprehensive of all possible scenarios between original suggestion and approval

