

# *The Legends at Grove City Condominium Association*

*Administration Policy*

*A-01*

## *Policy for Adopting or Revising Policies*

*Drafted: October 2023*

*Adopted: October 29, 2023*

*Revised:*

## **Procedure for Adopting or Revising Policies**

One important function of the Executive Board is to create and/or revise policies that enable the Association to run safely, efficiently, legally, ethically and morally.

Outlined below are the procedures the Executive Board will following in creating or revising Policies.

1. After the Executive Board creates or revises a policy, it will be posted on the website "Legendcondoassociation.com" and placed in a three ring Policy binder in the Community Center for 21 days.
2. During this 21 day period unit owners will have the opportunity to read the proposed policy and provide comments, suggestions or changes to the Executive Board.
3. After the 21 day period, If no comments are submitted, the policy will be deemed adopted.
4. The Executive Board will review all comments and make revisions as needed. If the Board makes no changes the policy will be adopted.
5. If changes are made the proposed policy as a result of unit owners input, it will be posted again on the website and in the three ring binder for another 21 day period.