

**BETMAR OWNERS, INC.
BETMAR ACRES CLUB, INC.
A 55+ Older Community
Operating Policy and Procedure
117
Formulation of Policies**

Effective Date: 4-16-2009

Last Revision: 4-20-2023

Version 117.1

SCOPE: Betmar Owners, Inc. Bylaws, related Policies and Procedures and Robert's Rule of Order shall guide the formulation of policies and procedures for Betmar Owners, Inc. and Betmar Acres Club, Inc. It applies to the Board of Directors and the established Policy and Procedure Committee.

PURPOSE: The purpose of this policy is to establish a standing committee, outline the process of committee member appointment, set policy format, define responsibilities and processes.

POLICY:

1. A standing committee called Policy and Procedures shall be established.
2. The committee is a permanent committee.
3. The President shall appoint not less than (5) members to serve as committee members.
4. The President shall appoint the chairperson for all committees not provided for in the bylaws.
5. The Board of Directors will approve all Policies and Procedures.

PROCEDURE:

1. The Policy and Procedure Committee will:
 - a. Meet regularly (at least four times within the season Oct-Apr).
 - b. Write new policies per Board of Director's recommendations, as a result of bylaw revisions or change in practices/procedures.
 - c. Review current policies and procedures at least every three (3) years or as needed.

2. Policy Format:

- a. The block heading will identify which or both corporations are responsible, the original number of the policy, and the title, effective date, last revision date and version.
 - i. The effective date is the date of the original policy.
 - ii. The revision date is the current date.
 - iii. Version date is the current version, using the effective date plus point 1, or 2 etc. revision.
- b. The headings will include:
 - i. SCOPE: Explains the what, the who it applies to and the guiding documents if any.
 - ii. PURPOSE: The purpose of the policy which may outline the paragraphs that follow within the document.
 - iii. POLICY: Statements setting policy (belief) that are not procedural in nature.
 - iv. PROCEDURE: Chronological steps or instructions.
 - v. The version history, approval documentation and signature page with three-year review dates included.

3. The Chairperson will:

- a. Maintain minutes of meetings.
- b. Submit committee approved policies and procedures to the Board of Directors for approval.
- c. Post paper copies of the Board of Director approved policies on the corporate bulletin board for fourteen (14) days.
- d. Forward digital copies to the webmaster for inclusion in the password protected section reserved for Policy and Procedures with instruction to email to Betmar Owners only, availability for viewing.
- e. Assure policy and procedure is in final format, signed in blue ink and dated.

4. During the fourteen (14) day review period, resident lot owners may submit comments to the President of Betmar Owners, Inc. or the Policy and Procedure Chairman via email, dated and signed.

- a. Following the fourteen (14) day period, the committee will review suggested revisions and include if appropriate.

- b. The document will be presented back to the Board of Directors, Betmar Owners, Inc. or Betmar Acres Club, Inc. based upon scope of responsibility for final approval.
- c. Once approved final, the policy and procedure need not be re-posted for membership comment.

5. The Secretary or his/her designee has final responsibility for:

- a. Assuring a master paper copy, is filed in the Master Policy and Procedure Manual stored in the Betmar Office.
- b. Assuring copies are made for Board of Director manuals.
- c. Assuring a PDF file watermarked APPROVED is on the Betmar Office main corporate computer.

VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
117	Owners Board of Directors	4-16-2009		
117.1	Owners Board of Directors	4-20-2023	Replaces policy 117 dated 4-16-2009	P & P committee

117.1 Approved

Policy and Procedure Chairperson: _____ Date: _____

President Betmar Owners Inc./Betmar Acres Club, Inc.
 _____ Date: _____

Three (3) Year Policy and Procedure Committee Review Date: 2026
 Signed: _____

Three (3) Year Policy and Procedure Committee Review Date: 2029
 Signed: _____