

## **Policy and Procedures for Policies & Procedures Committee**

The Policies & Procedures Committee is a standing committee responsible to the Board of Directors. The general purpose of the Committee is to codify the policies and procedures of the various Committees of the Association. The P&P Committee was established by the Board of Directors. A Resolution was passed on November 5, 2007 appointing a Chairperson (Historian).

1. The Committee presently consists of five (5) members, the Chairperson and four members who are selected by the Chairperson.
2. The Committee meets as needed to review any suggestions or changes to the policy and procedures requested by the Board of Directors and Committee Chairpersons.
3. When a change, correction or suggestion is received the P&P Committee will review; and when applicable it will also take the Florida Statutes, By-Laws and any Resolutions into consideration.
4. **Policy Changes:**  
Refer any requests for change in policy to the Board of Directors.

### **Procedures Change:**

Review requested change and if it meets with the policy advise requesting Chairperson of approval. If it does not meet with current policies then advise Chairperson the reason their suggested change cannot be made. If change is adopted change and update Manual.

5. The Chairperson should present an annual estimated budget to the HOA Treasurer.
6. When the Committee Chairperson changes, the former Chairperson shall accompany the new Chairperson to the first Committee meeting to insure a smooth transition.