

## Board Policies and Resolutions

- ✓ Full Board support of Board decisions – the “One Voice Policy”
- ✓ Media relations
- ✓ Oversight of vendors and projects
- ✓ Emergency authority Including: Repairs, Mold/hazardous materials
- ✓ Adoption of annual administrative calendar
- ✓ Adoption of Annual maintenance/operations calendar
- ✓ **Financial policies that include:**
  - ✓ Investments
  - ✓ Purchasing
  - ✓ Board spending limits
  - ✓ Ratification of emergency actions
  - ✓ Bidding and contracts
- ✓ **Risk management including:**
  - ✓ Proper addendums to contracts
  - ✓ Community facility use agreements
  - ✓ Additional insured endorsements
  - ✓ Certificates of insurance
  - ✓ Safety meetings
- ✓ **Communication policies including:**
  - ✓ Email
  - ✓ Written correspondence
  - ✓ Web site protocols
  - ✓ Identification of the spokesperson for the community
  - ✓ Newsletter/magazine/television article guidelines
  - ✓ Program, advertising and censorship protocols
- ✓ Board Meeting Conduct Rules including taping of Board meetings
- ✓ Development of a Business Plan and Long Range Strategic Plan
- ✓ Resolution Notebook with all resolutions codified and searchable via keyword search
- ✓ Record Retention Policy
- ✓ Reserve Funding Level Policy
- ✓ Human Resources including position descriptions, employee handbook
- ✓ Board Succession Planning
- ✓ Disaster Preparedness
- ✓ Contact information for all residents, including day, evening phone numbers, email, emergency and family member contact information
- ✓ Retention of all legal opinions – organized and categorized



- ✓ Proper record keeping
- ✓ Policies adopting the statutory requirements
- ✓ Election Procedures/Historical Records of Elections
- ✓ Policies regarding Insurance Coverage, including:
  - ✓ Specific amounts and types of insurance coverage required/desired by Association
  - ✓ Vendor insurance requirements; copies of current and previous policies
- ✓ Operational Policies and Procedures and Rules of the daily operation of the corporation's business

