

MYRTLE TRACE CONDOMINIUM ASSOCIATION, INC.
213 Southampton Drive
Venice, Florida 34293

POLICY – OPERATING MANUAL

1. Responsibility

The Secretary of the Board shall be responsible for the Manual, working with the Administrative Committee. A principal responsibility of the Administrative Committee shall be to assist in evaluating, revising, and publishing the operating documents for inclusion in the Manual. However, only documents specifically approved by a vote of the Board shall be considered operating documents.

2. Procedure

Any Board action which indicates a need to change an existing operating document, or which requires a new document to be created, requires prompt action. In each such case, the Secretary and the Committee will evaluate the Board action and propose documentation to the Board for approval. This Policy anticipates a separate, more detailed procedure, to be proposed by the Administrative Committee.

3. Timeliness

When Board action indicates new wording, the documentation should be submitted for approval at the next Board meeting following the meeting at which that action was taken. This clearly indicates the need for timely creation of Board Meeting Minutes.