

# LOCH LOMOND BEACH CLUB

## POLICY AND PROCEDURES MANUAL

SUBJECT: UPDATING MANUAL  
REVISED: July 23, 2016

POLICY #: 4  
PAGE 1

EFFECTIVE DATE: 10/89

### POLICY:

The foundation for this Policy and Procedures Manual is the Loch Lomond Beach Club By-laws, Covenants and Restrictions. In order to provide further guidance in administration of the Loch Lomond Beach Club, it will be necessary to create new Policies and Procedures and/or update existing Policies and Procedures.

A simple majority of the total duly elected Board of Directors may approve a new policy or revised policy by vote at a regularly scheduled Board of Directors meeting.

### PROCEDURE:

All approved policies will be recorded by the secretary in the minutes of that meeting.

The secretary will assure that the approved policies are typed in the policy and procedure format, and distributed to Policy and Procedures Manual holders within 30 days of the approved date.

Periodically, the secretary will update and reissue an updated log to be placed in the front of each manual.

Periodically, the secretary will update and distribute revised table of contents.

Prior to the beginning of every third year, beginning 2014 (April 1<sup>st</sup>), the secretary will audit and update as necessary in order to assure that they are current for the coming fiscal year.