

RESOLUTION M-08
ASSOCIATION MANUALS

1. **Purpose.** This Resolution establishes the policy for originating and maintaining manuals used by the various departments of Ocean Pines Association (Association) in the performance of the responsibilities of the departments.
2. **Policy.** It is the policy of the Association that each department shall manage its operations in a manner consistent with established procedures, guidelines, and policies.
3. **Manual.** For the purposes of this Resolution, a Manual is defined as a collection of procedures, guidelines, and policies, assembled by the Association staff. The information within a manual should have as its purpose the uniform performance of required tasks without regard to the individual who may be performing a particular task.
4. **Approval.** Manuals shall be approved by the General Manager and by the Department Manager when content is limited to a particular department. An approval date shall be a part of the manual unless the manual consists of documents such as policy instructions or job descriptions for which individual dates are appropriate.
5. **Record Copy.** The record copy of a manual is to be maintained within the office of the department to which it applies and the General Manager shall keep a duplicate copy. Additional copies may be made at the discretion of the Department Manager.
6. **Manuals in Effect.** Manuals in effect are listed on Appendix A. The General Manager may change this list as necessary.
7. **Review of Manuals.** Manuals shall be reviewed for current adequacy on a biannual schedule. The review is to be documented on a sheet similar to Appendix B and maintained with the signed copy of this Resolution. Appendices A and B are to be kept current, but may be modified by the General Manager without revising the text of this Resolution.
8. **Effective Date:** July 20, 2011

Approved by the Board of Directors on: July 20, 2011

Thomas J. Kelly President Attest [Signature] Secretary

Review History
General Manager [Signature] Date: 22 July 2011

Legal _____ Date: _____

By-Laws & Resolutions Advisory Committee James Trummel Date: 7/21/2011

DEPARTMENT MANUALS

<u>MANUAL</u>	<u>DATE</u>	<u>RESPONSIBILITY</u>	<u>REMARKS</u>
Architectural Review Committee Guidelines	February 2010	Public Works Director	Approval by BOD is required
Employee Handbook	August 2003	Controller	
OPA Emergency Operations Plan	May 2007	Chief of Police	
OPA Financial Management Procedures Manual	April 2006	Controller	
OPA Financial Management Policy Manual	April 2006	Controller	
OPA Job Descriptions Manual	---	General Manager	Individual positions created or amended as required
Employee Safety Manual	Undated	General Manager	
General Manager's Policy Instructions	---	General Manager	Policy Instructions issued or amended as required

SAMPLE REVIEW SHEET

DEPARTMENT MANUALS

MANUAL **GENERAL MANAGER** **DEPARTMENT MANAGER** **DATE** **DATE** **DATE**

Architectural Review Committee Guidelines

Employee Handbook

OPA Emergency Operations

OPA Financial Management

Procedures Manual

OPA Financial Management

Policy Manual

OPA Job Description Manual

Employee Safety Manual

General Manager's Policy Instructions

Not Applicable

Not Applicable

Not Applicable