

Place One Condominium

Policy Statement

Date: February 1, 2021
Policy Statement: 21-01 (Replaces 12-01)
Subject: Policy Statement System

I. Introduction

Place One is governed by the following documents in order of superiority, a) the Virginia Condominium Act, b) the Place One Master Deed including its By-Laws, and c) Place One Policy Statements as authorized by the Master Deed. Place One is also subject to various Federal, State, and Local government requirements. As such, Policy Statements have evolved over time to reflect our experience.

II. Purpose and Limitations

Policy Statements are used to address operational gaps in overarching policy and/or to establish administrative procedures to ensure the effective management of day-to-day affairs. Policies are approved by the Board of Directors. Policy Statements cannot be used to circumvent statutory, local codes or Master Deed requirements. Depending upon the issue, an amendment to the Master Deed may be the appropriate method to establish policy and procedure.

III. Distribution Methods

- A. On-Site Residents.** Hard copies of adopted Policies are distributed to all Front Desk resident boxes as soon as practical after adoption but no later than the effective date. Under the Master Deed, placement of the Policy in the Front Desk box of resident Co-Owners constitutes "notice."
- B. Off-Site Owners.** Consistent with the Master Deed, "notice" to non-resident owners is accomplished via a first-class US Mail post card delivered within two weeks of publication advising of the change and providing a Place One website link to the new Policy.
- C. Supplemental Distribution.** In addition to distribution methods intended to ensure proper "notice," the following methods are available to all residents and non-resident Co-Owners.

1. **Online.** Place One Policy Statements along with the Master Deed are available online at www.placeonecondo.net, select "Our Policies" from the Main Menu. Adopted Policy Statements are posted as soon as practical but no later than seven days after distribution to the Front Desk boxes.
2. **Email.** Notification to residents and Co-Owners signed up for Place One Email Alerts immediately following online posting.
3. **On Request.** While the best option for copies is online, Place One Policies including the Master Deed can be provided by the Manager's Office as follows.
 - a. Within reason as determined by Management, individual hard or electronic copies can be provided at no charge.
 - b. Hard copies or a compact disc (CD) of a complete set can be provided at a charge.

IV. Format

Policy Statements follow the block outline format consistent with this policy as an example of numbering hierarchy and indentation.

- A. **Policy Numbers.** Policy Statement numbers begin with the year of approval (two digits) followed by a hyphen and a unique two-digit number assigned to the policy statement itself. See the Policy Statement Index for reserved and unreserved Policy unique numbers.
- B. **Margins and Page Numbers.** To accommodate three-hole punch notebooks, the left margin is 1.8" while the right, top, and bottom margins are 1". Page numbers are formatted as "Page X of X".
- C. **Font and Line Spacing.** The font is Arial 11 point. Arial 10 point may be used in unique situations where an extra print page can be saved. Major headings and numbers are in bold similar to this Policy. Line spacing is set at single space with 0 before and after. Single paragraph spacing is used similar to this Policy.

V. Content

Use of a business writing style is preferred throughout the policy. Policy Statements begin with a short Introduction outlining the purpose then followed by major sections numbered with Roman Numerals. To assist in finding content, where possible, subsections should have a one to four word lead in description in bold type.



Valerie Spiegler, President
Board of Directors