

Hawaiian Paradise Park Owners Association

Policy 1.3 — Numbering and Posting of Resolutions

Purpose:

To ensure that all official resolutions of the Hawaiian Paradise Park Owners Association (HPPOA) are properly identified, documented, and disseminated in an organized and consistent manner.

Relevant Statutes, Ordinances or Association Governing Documents: Not Applicable

Details:

- 1) Resolution Number Assignment:
 - a) Upon passage by the Board of Directors, each resolution shall be assigned a unique sequential number by the Association Secretary or designated administrative officer.
 - b) The numbering format shall include the calendar year followed by a sequential identifier (e.g., *Resolution 2025-01*, *Resolution 2025-02*, etc.).
- 2) Affixing of Resolution Number:
 - a) The assigned resolution number must be affixed to the official version of the resolution before it is distributed, published, or archived.
 - b) The official voting record must be included prior to affixing a number or publishing any resolution.
 - c) No resolution shall be posted, published, or otherwise disseminated without its assigned number clearly displayed at the top of the document.
- 3) Posting and Dissemination:
 - a) Only numbered resolutions shall be posted on the HPPOA website or distributed to Association members or property owners.
 - b) The Secretary or designated staff shall ensure that the posted or distributed version is identical to the final, Board-approved resolution with the assigned number.
- 4) Recordkeeping:
 - a) The Secretary or their designee shall maintain a master log of all numbered resolutions, including the date of passage, subject title, and method of dissemination.
 - b) The master log shall be housed at the HPPOA office and shall serve as the official record of HPPOA resolutions and shall be available for member inspection upon request.

Review

This policy shall be reviewed Annually for any improvements or updates.

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Adopted Date: 11/19/25

Amended Date:

Review Date:

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