

Resolution

Maple Court Home Owners' Association, Inc.

POLICY RESOLUTION NUMBER: 2009-01

Relating to Creation and Use of Resolutions

WHEREAS, Article VII Section 1 of the Bylaws of the Maple Court Home Owners' Association, Inc. ("Bylaws") assigns the Board of Directors ("Board") all powers and duties necessary for the administration of the affairs of Maple Court Home Owners' Association ("Association") and shall exercise for the Association all powers, duties and authority vested in or delegated to this Association and not reserved to the membership of the Association by other provisions of these By-Laws, the Articles of Incorporation, or the Declaration;

FURTHERMORE, it states that the Board of Directors shall have power to adopt and publish rules and regulations governing the use of the Common Area and facilities, and the personal conduct of the Members and their guest thereon;

WHEREAS, Article VII Section 2 states that it shall be the duty of the Board to cause to be kept a complete record of all its acts and corporate affairs;

NOW, THEREFORE, BE IT RESOLVED that the Board establishes the Resolution Process as follows:

1. As appropriate, the Board shall adopt Resolutions in one of four forms:

A. Policy resolutions. These are resolutions that affect owners' rights and obligations. For example, rules for the use of common areas and recreational facilities, architectural guidelines, enforcement procedures, etc.

B. Administrative resolutions. These are resolutions that address the internal operations of the community association. Examples include operating procedures, collection procedures, and where board meetings will be held.

C. Special resolutions. These are resolutions stating board decisions that apply a policy or rule to an individual situation. For example, a decision about an alleged

rule violation or authorization of a lawsuit constitutes a special resolution.

D. General resolutions. These are resolutions which involve routine events. Examples include adoption of the annual budget or approval of a contract.

2. All resolutions shall conform to this Model Resolution format and be accompanied by a resolution action record:

Resolution

Maple Court Home Owners' Association, Inc.

POLICY RESOLUTION NUMBER: YEAR - ##

Relating to TOPIC

WHEREAS (One or more paragraphs providing the authority for this Resolution)

NOW, THEREFORE, BE IT RESOLVED (One or more paragraphs describing the Resolution)

Maple Court Home Owners' Association, Inc.
RESOLUTION ACTION RECORD

Resolution Type: Type of Policy (administrative, policy, special, general) No. YEAR-##

Pertaining to: Topic

Duly adopted at a meeting of the Board of Directors held: Date of Board Meeting

Motion by: _____ Seconded by: _____

	VOTE:			
	YES	NO	ABSTAIN	ABSENT

_____	_____	_____	_____	_____
Name of President, President				

_____	_____	_____	_____	_____
Name of Vice President, Vice President				

_____	_____	_____	_____	_____
Name of Treasurer, Treasurer				

_____	_____	_____	_____	_____
Name of Secretary, Secretary				

_____ Name of Member at Large, Member at Large		
ATTEST:		
_____ Secretary	_____ Date	
FILE: Book of Minutes – Year 20__ Book of Resolutions:		
	Book No.	Page No.
Policy	_____	_____
Administrative	1 _____	_____
Special	_____	_____
General	_____	_____
Resolution effective date: <u>date effective</u> _____		

3. When a need is identified, the Board of Directors will circulate a "draft" resolution to Association members for review and comment.

4. Based on the member input received, the Resolution may be revised by the Board and, if appropriate, be recirculated to the members.

5. Once the Resolution is in a "final" form, the Board of Directors will vote to either approve or disapprove it. If it is approved, the Resolution will be enforceable by the Board of Directors within the mandate of its Association powers and duties.

6. A Book of Resolutions adopted by the Association will be maintained by the Secretary and copies provided to all Association members.

Maple Court Home Owners' Association, Inc.
RESOLUTION ACTION RECORD

Resolution Type: Administrative No. 2009-01

Pertaining to: Creation and Use of Resolutions

Duly adopted at a meeting of the Board of Directors held: January 4, 2009

Motion by: M. Cook Seconded by: M. Girard

	VOTE:			
	YES	NO	ABSTAIN	ABSENT
<u>Matthew J. Cook</u> Matthew J. Cook, President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Michael Girard</u> Michael Girard, Vice President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Andrea Farrell</u> Andrea Farrell, Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Deb Yurko</u> Deb Yurko, Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Jean Sablan</u> Jean Sablan, Member at Large	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST:

Deb Yurko
Secretary

1-4-09
Date

FILE:

Book of Minutes – Year 2009

Book of Resolutions:

	Book No.	Page No.
Policy	<u>1</u>	<u> </u>
Administrative	<u> </u>	<u> </u>
Special	<u> </u>	<u> </u>
General	<u> </u>	<u> </u>

Resolution effective date: January 5, 2009