

ARBOR VILLAGE HOMEOWNERS ASSOCIATION

Administrative Resolution Number 2
Resolution Process

WHEREAS Section VII of the By-laws grants the Board of Directors the power to conduct association business. To effectively exercise that power, a process is needed to administer the more complex aspects of that business. The resolution process is a reasonable way to identify, define and administrate those aspects.

LET IT BE RESOLVED that the Board establishes the Resolution Process as follows:

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

POLICY RESOLUTIONS relate to governing the Association, including but not limited to, actions affecting the members' rights of enjoyment and obligations, and the protection of Association and members' equity.

ADMINISTRATIVE RESOLUTIONS deal with the Association's operation, including but not limited to, committee responsibilities, financial procedures, and policy and rules administration.

2. All resolutions shall conform to this Model Resolution format:

Arbor Village Homeowners Association
Administrative Resolution Number _____
[Title of the Resolution]

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

LET IT BE RESOLVED THAT (One or more paragraphs describing the Resolution)
Recorded in the Book of Minutes: _____, 200__

Signed: _____, 200__

President - Board of Directors

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 re-circulated 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.

Recorded in the Book of Minutes: _____, 200__

DATE: _____, 200__

Chairman/President - Board of Directors