

Windsor Plaza Condominium Association, Inc.

Book of Resolutions

**PART I
POLICY RESOLUTIONS**

**WINDSOR PLAZA CONDOMINIUM UNIT OWNERS ASSOCIATION
POLICY RESOLUTION NO. 1
BOOK OF RESOLUTIONS**

Establishing the Book of Resolutions and procedures relative to the Book of Resolutions

GIVEN THAT Article 3, Section 3.1 of the Bylaws provides in applicable part that, "The Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association and may do all such acts and things as are not by the Condominium Act or the Condominium instruments required to be exercised and done by the Association"; and

GIVEN THAT the same Article also provides that the Board of Directors is empowered to make and amend Rules and Regulations and enforce by legal means provisions of the Governing Documents; and,

GIVEN THAT the Board deems it necessary to create a document to contain those rules and regulations and other policies and procedures relative to the Association and to establish procedures for adopting such;

NOW THEREFORE, the Board resolves that it shall, and hereby does, establish and maintain a Book of Resolutions which shall be an orderly record of the four types of resolutions adopted by the Board, or as applicable, the Covenants Committee, specifically Policy Resolutions, Administrative Resolutions, Special Resolutions and General Resolutions, as described below.

I. CLASSIFICATION OF RESOLUTIONS

A. "Policy Resolutions" means and refers to those resolutions adopted by the Board that relate to the regulation of Members' rights and obligations in furtherance of the Founding Documents, including but not limited to all rules and regulations. Policy Resolutions shall be recorded in Part One of the Book of Resolutions and in the Minute Book of the Association. Policy Resolutions, excluding the Resolutions Action Record page for each Resolution, shall also be included in resale packages.

B. "Administrative Resolutions" means and refers to those resolutions adopted by the Board dealing with administrative procedures and the internal operation and structure of the Association, including but not limited to committee charters, financial procedures, etc. Administrative Resolutions shall be recorded in Part Two of the Book of Resolutions and in the Minute Book of the Association.

C. "Special Resolutions" means and refers to those resolutions adopted by the Covenants Committee or the Board on cases involving questions of compliance by a Member with the provisions of the Governing Documents or interpretations of provisions of the Governing Documents. Special Resolutions shall be recorded in Part Three of the Book of Resolutions and in the Minute Book of the Association.

D. "General Resolutions" means and refers to those resolutions adopted by the Board that represent simple one-time actions such as budget adoption, commendations, and approval of unbudgeted expenditures. General Resolutions shall be recorded in Part Four of the Book of Resolutions and in the Minute Book of the Association.

II. DEFINITIONS

This Resolution hereby incorporates by reference all of the definitions contained in Article 55-79.41 of the Condominium Act. Additionally, the following definitions shall apply to this Book of Resolutions:

A. "Association" means and refers to the Unit Owners Association of Windsor Plaza Condominium. Wherever in this Book of Resolutions reference is made to the Association, such reference shall include the Association and the managing agent when the managing agent is acting on behalf of the Association.

B. "Member" means and refers to unit owners and residents.

C. "Board" means and refers to the Board of Directors of the Association.

D. "Complaint" means an allegation of a violation of the Governing Documents.

E. "Complainant" means and refers to any person or body that has submitted to the Association an allegation of a violation of the Governing Documents.

F. "Declaration" means and refers to the Condominium Declaration for the Unit Owners Association of Windsor Plaza Condominium and all recorded amendments to the Declaration.

G. "Founding Documents" means and refers collectively to the Declaration and Bylaws for the Association and all amendments to those documents.

H. "Governing Documents" means and refers collectively to the Founding Documents plus this Book of Resolutions and all amendments to it.

I. Where the context so requires, the terms "Members" or "Owners" mean and refer to Unit Owners and includes members of their family, tenants, guests, and invites.

III. BOOK OF RESOLUTIONS FORMAT

The Book of Resolutions shall consist of four parts: one for Policy Resolutions, one for Administrative Resolutions, one for Special Resolutions, and one for General Resolutions, such resolutions to be arranged in each part in the order of their adoption.

IV. FORMAT OF RESOLUTIONS

The format of resolutions shall be consistent with the sample format shown on Exhibit "A" to this Resolution. More specifically, the Board or, as applicable, the Covenants Committee, shall for each resolution adopted identify with specific citations from the Founding Documents its authority to make that specific decision or take that specific action; its purpose, or identification of what it intends to accomplish by adopting the resolution; the scope of whom is affected by the resolution (except that if no scope is identified, the resolution shall be deemed to apply to all Members); and the specifications, or how the policy is to be implemented.

V. RESPONSIBILITY

- A. The Board Secretary shall be responsible for:
1. Assuring that Board decisions are put into the appropriate resolution format;
 2. Maintaining the Book of Resolutions;
 3. Providing notice as required to the Members of any changes or additions to the Book of Resolutions;
 4. Placing on the Board meeting agenda for review and consideration any Resolutions due to expire at least two months prior to the expiration date; and,

5. Reviewing all proposed Resolutions for consistency with the Founding Documents and previously-adopted Resolutions.

B. The Board shall periodically have the Resolutions reviewed by legal counsel for consistency with the Founding Documents and previously-adopted Resolutions.

VI. INSPECTION

An up-to-date and fully executed copy of the Book of Resolutions shall be made available for inspection by any Member or representative of one of the project's lenders, upon request, during normal business hours or such other hours as are convenient to the majority of the Members as established by the Board.

VII. CONFLICTS

Where the Book of Resolutions conflicts with public laws or the Founding Documents, public law or the Founding Documents shall control, in this hierarchy: applicable Federal laws and regulations, State laws and regulations, the Condominium Act, the Declaration, the Bylaws and this Book of Resolutions.

VIII. EFFECT ON RULES AND REGULATIONS

The Policy Resolutions contained in this Book of Resolutions shall supersede and replace all previously existing Rules and Regulations.

IX. SEVERABILITY

The invalidity of any part of the Book of Resolutions shall not impair or effect in any manner the validity, enforceability or effect of the balance of the Book of Resolutions.

X. COMPLIANCE

All Members, members of Members' families, guests, tenants, and invites shall comply with the provisions of the Book of Resolutions.

XI. ENFORCEMENT

The Association, Declarant, any successor Declarant, or any Member shall have the right to enforce, by the means set forth in the Book of Resolutions or by any proceeding at law or in equity, all provisions of the Book of Resolutions. Failure by the Association, Declarant or any Member to enforce any provision of the Book of Resolutions shall not be deemed a waiver of the right to enforce any provision at a later time. A waiver of such rights shall be effective only pursuant to a written instrument approved by the Board or Covenants Committee specifically stating the provision being waived and the reasons for the waiver.

XII. VIOLATION AND NUISANCE

Every violation of any provision of this Book of Resolutions, whether by act or omission, shall be deemed a nuisance and may be enjoined or abated by the Declarant, the Association or any Member.

XIII. VIOLATION OF LAW

Any violation of any state, municipal, or local law or ordinance or regulation pertaining to the ownership, occupancy or use of any of the Property is hereby declared to be a violation of this Book of Resolutions and is subject to any or all of the enforcement procedures set forth in the Governing Documents. This shall not preclude the use of remedies available at law or in equity, nor shall this provision be deemed a usurpation of the powers or authorities of those governmental jurisdictions.

XIV. REMEDIES CUMULATIVE

Each remedy set forth in this Book of Resolutions shall be in addition to all other remedies available at law or in equity, and all such remedies, whether or not set forth in this Book of Resolutions, shall be cumulative and not exclusive.

XV. REFERENCE OF PRONOUNS

All pronouns and any variations of them shall be deemed to refer to the masculine, feminine, neuter, singular and plural as the identity of the person or persons or entities may require.

XVI. METHOD OF ADOPTION

All resolutions shall contain an indication of whether they were adopted at a regular or special meeting of the Board or by written consent, as well as the date of adoption.

XVII. AMENDMENT


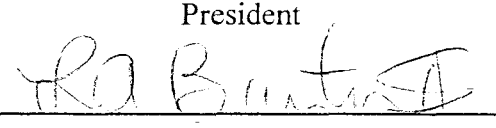
The Association reserves the right to alter, amend, modify, repeal or revoke any provisions set forth in this Book of Resolutions at any time by resolution of the Association or the Board.

**WINDSOR PLAZA CONDOMINIUM UNIT OWNERS ASSOCIATION
RESOLUTIONS ACTION RECORD**

This Resolution, Policy Resolution No. 1, was adopted at a (regular) (~~special~~) meeting of the Board held on DECEMBER 13, 1994, with the directors voting as indicated below:

<u>BURTON</u>	✓	Yes	_____	No
<u>DIGGES</u>	✓	Yes	_____	No
<u>MOREHOUSE</u>	✓	Yes	_____	No

ATTEST:

 _____ President	<u>2-21-95</u> _____ Date
 _____ Secretary	<u>2-21-95</u> _____ Date

Effective date of resolution: DECEMBER 13, 1994

Expiration date: _____

Book of Resolutions:

				<u>Page</u>
X	Part I	-	Policy Resolutions	I-4
_____	Part II	-	Administrative Resolutions	_____
_____	Part III	-	Special Resolutions	_____
_____	Part IV	-	General Resolutions	_____

EXHIBIT "A"

EXAMPLE RESOLUTION FORMAT

WINDSOR PLAZA CONDOMINIUM UNIT OWNERS ASSOCIATION

BOOK OF RESOLUTIONS

(Type of Resolution) RESOLUTION NO. _____

(Descriptive sub-title)

GIVEN THAT (Cite authority from Founding Documents as specific to subject matter as possible); and

GIVEN THAT (Cite purposes resolution is intended to accomplish);

NOW, THEREFORE, the Board of Directors resolves that (cite scope of whom is to be affected by the Resolution [the Resolution may not be used to discriminate or support arbitrary or capricious action] and cite specification of how the Resolution is to be carried out).

(ATTACH RESOLUTIONS ACTION RECORD AS SHOWN ON THE PRECEDING PAGE TO EACH ADOPTED RESOLUTION).