

**WINDSOR PLAZA CONDOMINIUM UNIT OWNERS ASSOCIATION  
POLICY RESOLUTION NO. 2  
POLICY RESOLUTIONS**

relating to the process of considering and adopting Policy 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 Board deems it necessary to establish appropriate procedures for adopting and recording Policy Resolutions of the Board;

NOW THEREFORE, the Board resolves that the following procedures for the adoption of Policy Resolutions be, and hereby are, adopted.

**I. FIRST READING**

The Board member introducing the Resolution shall provide the proposed resolution to each Board member at least twenty-four (24) hours prior to the Board meeting at which it is to be introduced and shall present the proposed Resolution at that Board meeting. The proposed Resolution shall be set forth in, or attached to, the minutes of the Board meeting. Unless otherwise noted in the minutes, all Board members shall be deemed to be aware of the contents of the Resolution by virtue of such prior distribution. If that Resolution is not disapproved at that Board meeting, the Board shall proceed as set forth below.

## **II. PUBLICATION AND COMMENT**

The proposed Policy Resolution or a reasonable summary of it shall promptly be printed in the official Association newsletter, or shall be distributed to all Members. Members shall be provided a reasonable opportunity (not less than thirty days) to comment on the proposed Policy Resolution, whether at a hearing, at a Board meeting or via submission of written comments, or any combination thereof, as decided by the Board. The Board shall not take final action on a proposed Policy Resolution until the period for Member comment has ended. The Board may authorize a representative or a committee to conduct the hearing and/or receive the comments and convey them to the Board.

## **III. CONSISTENCY**

The Secretary shall be responsible for reviewing the proposed Resolution for consistency with previously-adopted Resolutions and shall submit a report at the Board meeting where the Resolution is initially considered or the next Board meeting following introduction of the Resolution. Legal counsel shall be consulted as to the compliance with applicable law and consistency with the Founding Documents.

## **IV. BOARD ACTION**

At a meeting of the Board, to be held not later than thirty (30) days from the closing date for comments, the Board shall take action on the proposed Policy Resolution to be adopted. The Resolution must have the approval of the majority of the directors present at a Board meeting at which a quorum is present. If the Resolution is adopted, the Board shall so advertise by providing Members with a copy of either the full Resolution or a summary thereof, sufficient that Members are informed by any changes in their rights or obligations. An executed copy of the full Resolution shall be placed in Part I of the Book of Resolutions.

## **V. WAIVER**

Policy Resolutions adopted by the Board at the Board meetings prior to the election of the Non-Declarant Members to the Board shall not be subject to requirements I, II and IV above; however, such resolutions shall be explained by the Board or a Board designee to any Board-established resident and ad hoc organizational committees existing during that period. The Board shall provide prompt and adequate notice to Members of the existence of such resolutions and their content.

## **VI. DURATION**

Policy Resolutions shall remain in effect for a period of three (3) years from the date of adoption or any subsequent amendment by the Board unless a lesser period is indicated in the resolution, except that Policy Resolutions No. 1 through 4, as they may from time to time be amended, shall remain in effect for the duration of the Declaration. Any Resolution due to expire shall be brought before the Board by the Secretary for consideration at a meeting at least two months prior to the date of expiration. If, at the meeting when the Policy Resolution is reviewed, there are no proposed amendments of a substantive nature, the Board may re-adopt the resolution with the approval of a majority of the directors present at a meeting at which a quorum is present. If the resolution is not reviewed prior to expiration, the resolution shall remain in effect on a month-to-month basis until reviewed.

## **VII. AMENDMENT**


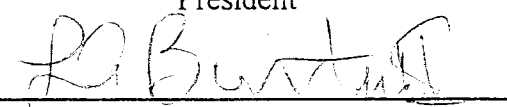
To substantively amend a Policy Resolution, the Board shall follow the procedures for adoption of a Policy Resolution; however, any new or accompanying forms may be created or revised to the extent necessary to serve the appropriate Resolution. Appropriate copies of any new or revised forms shall be made and distributed as necessary.

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

This Resolution, Policy Resolution No. 2, 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>	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
<u>DIGGES</u>	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
<u>MOREHOUSE</u>	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

ATTEST:

 <hr style="width: 100%;"/> President	<u>2-21-95</u> Date
 <hr style="width: 100%;"/> Secretary	<u>2-21-95</u> Date

Effective date of resolution: 12-13-94

Expiration date: \_\_\_\_\_

<u>Book of Resolutions:</u>	<u>Page</u>
<u>X</u> Part I - Policy Resolutions	<u>I-13</u>
Part II - Administrative Resolutions	_____
Part III - Special Resolutions	_____
Part IV - General Resolutions	_____