

**WINDSOR PLAZA CONDOMINIUM UNIT OWNERS ASSOCIATION
POLICY RESOLUTION NO. 3
ADMINISTRATIVE RESOLUTIONS**

relating to the process of considering and adopting
Administrative 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 Administrative Resolutions of the Board;

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

I. PROCEDURE FOR ADOPTION

The Board member introducing the resolution(s) shall provide the proposed resolution(s) to each Board member at least twenty-four (24) hours prior to the Board meeting at which it is to be considered and shall present the proposed Administrative Resolution(s) at the Board meeting. The proposed resolution(s) 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. The Secretary will review the proposed Resolution for consistency with previously-adopted Resolutions and make a report to the Board. Legal counsel shall be consulted

as to compliance with applicable laws and consistency with the Founding Documents. The proposed resolution may be amended and/or adopted by a majority of the directors present at a meeting at which a quorum is present. If the resolution is adopted, it shall be placed in Part II of the Book of Resolutions.

II. DURATION

Administrative 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 stated in the Resolution. The Secretary shall place on the Board agenda consideration of any Resolution due to expire at least two months prior to expiration. If the Resolution is not reviewed prior to expiration, the Resolution shall remain in effect on a month-to-month basis until reviewed.

III. AMENDMENT


Administrative Resolutions may be amended by a majority of Directors present at a Board meeting at which a quorum is present.

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

This Resolution, Policy Resolution No. 3, 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

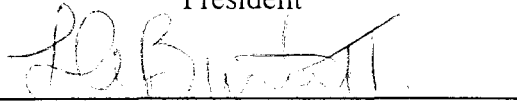
ATTEST:



President

2-21-95

Date



Secretary

2-21-95

Date

Effective date of resolution: 12-13-94

Expiration date: _____

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