



# **Sugarland Run Townhouse Owners Association, Inc.**

## **Administrative Resolution No. 3**

### **Administrative Resolutions Process for Adopting Administrative Resolutions**

WHEREAS, Article VI, Section 1(c) of the Bylaws assigns to the Board of Directors ("Board") the powers and duties necessary for the administration of the affairs of the Association; and

WHEREAS, the Board deems it necessary to establish appropriate procedures for adopting Administrative Resolutions of the Board.

NOW, THEREFORE, BE IT RESOLVED THAT the following procedures for the adoption of Administrative Resolutions are hereby adopted:

#### **I. Procedure for Adoption**

##### **A. First Reading**

The Board member introducing the resolution shall provide a copy of the proposed resolution to each Board member at least forty-eight hours prior to the Board meeting at which such resolution will be presented to the Board. All Board members, unless otherwise noted in the Minutes, shall be deemed to be aware of the contents of the resolution by virtue of such prior distribution. The proposed resolution shall be set forth in or attached to the minutes of the Board meeting. At such meeting the Board shall set the time, date and place for final Board action on such resolution.

##### **B. Review**

The Secretary shall be responsible for reviewing the proposed resolution for consistency with previously adopted resolutions and shall submit a report to the Board. When appropriate, legal counsel shall be consulted as to compliance with applicable law and consistency with the governing documents.

C. Board Action

On the appointed date for final action, the Board shall meet and take action on the proposed Administrative Resolution. The resolution may be adopted with the affirmative vote of a majority of the Board members present and voting at the meeting. If the resolution is adopted, the Board shall distribute copies to all Owners. An executed copy of the full resolution shall be placed in Section II of the Book of Resolutions and shall be attached to the Minutes of the meeting at which it was adopted.

II. Duration

Administrative Resolutions, as they may be amended from time to time, shall remain in effect unless repealed by the Board.

III. Amendment

The Board may amend an Administrative Resolution by following the procedures for adoption of an Administrative Resolution.

SUGARLAND RUN TOWNHOUSE  
OWNERS ASSOCIATION, INC.

By: David E. Meier President

David E. Meier, President  
Board of Directors

I hereby certify that the foregoing Resolution was duly-adopted at a regular meeting of the Board of Directors of the Sugarland Run Townhouse Owners Association, Inc., this 10 day of July, 1996.

James O'Rourke  
James O'Rourke, Secretary  
Board of Directors



# Sugarland Run Townhouse Owners Association, Inc.

## Resolution Action Sheet

Resolution Type: Administrative No.: 3

Pertaining to: Process for Adopting Administrative Resolutions

Duly adopted at a meeting of the Board of Directors held on 10 July 1996

Motion by: Byron Dunn Seconded by: Jim O'Rourke

Vote: Yes No Abstain Absent

David E. Meier  
David E. Meier, President

Byron A. Dunn  
Byron A. Dunn, Vice President

James O'Rourke  
James O'Rourke, Secretary

Marie Thomen  
Marie Thomen, Treasurer

Joan Scarbrough  
Joan Scarbrough, Director

Brian Burke  
Brian Burke, Director

Keith Stanger  
Keith Stanger, Director

Michael Thaggard  
Michael Thaggard, Director

Eva Adams  
Eva Adams, Director

Attest:  
James O'Rourke  
James O'Rourke, Secretary

File:

Book of Minutes - 1996

Book of Resolutions:

Policy

Administrative

Special

General

Resolution Effective: 10 July, 1996.

Book No.

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