



Sugarland Run Townhouse Owners Association, Inc.

Administrative Resolution No. 2

Policy Resolutions Process for Adopting Policy 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 and recording Policy Resolutions of the Board.

NOW, THEREFORE, BE IT RESOLVED THAT the following procedures for the adoption of Policy 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 a hearing on such resolution. The hearing may be scheduled to take place at a subsequent Board meeting.

B. Publication

The proposed resolution or a reasonable summary thereof, and notice of the time, date and place of the hearing shall be printed in the Association newsletter or distributed to all Owners prior to the date of the hearing.

C. Review

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

D. Hearing

Printed copies of the proposed resolution shall be available at the hearing. Owners shall have an opportunity to comment on the proposed resolution, subject to the procedures announced at the beginning of the hearing. The Board may delegate the authority to conduct the meeting to an appropriate committee.

E. Board Action

After the hearing, the Board shall meet and take action on the proposed 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 I of the Book of Resolutions.

II. Duration

Policy Resolutions, as they may be amended from time to time, shall remain in effect unless repealed by the Board.

III. Amendment

Substantive amendments to a Policy Resolution shall be made in accordance with the procedures for adoption of a Policy Resolution. Corrective amendments shall be made by a majority vote of the Board without publication or a hearing.

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.: 2

Pertaining to: Process for Adopting Policy 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

Yes

No

Abstain

Absent

Byron K. Dunn
Byron K. 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, Director

Michael Thaggard
Michael Thaggard, Director

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.

Page No.