



Sugarland Run Townhouse Owners Association, Inc.

Administrative Resolution No. 1

Book of 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, there is a need for the Board to keep a record of the actions and decisions taken in the performance of its duties; and

WHEREAS, it is the intent of the Board to maintain a record of its decisions in addition to the customary record of Minutes.

NOW, THEREFORE, BE IT RESOLVED THAT the Board hereby creates a Book of Resolutions which shall be an orderly and indexed record of the resolutions adopted by the Board.

I. CLASSIFICATION OF RESOLUTIONS

The Resolutions of the Board shall be classified as follows:

A. "Policy Resolutions" means resolutions adopted by the Board which specifically relate to the long-term governance of the Association including, without limitation, rules, regulations and other actions affecting the property rights and obligations of the Association and the individual Owners.

B. "Administrative Resolutions" means those resolutions adopted by the Board which deal with the internal operation and structure of the Association including, without limitation, resolutions adopted with respect to financial and regulatory procedures and committee terms of reference.

C. "Special Resolutions" means resolutions adopted by the Board with respect to questions of compliance by individual Owners or Residents with the provisions of the governing documents or the Book of Resolutions.

D. "General Resolutions" means those resolutions adopted by the Board with respect to specific expenditures, single task actions including, without limitation, the approval of contracts or budgets.

II. FORMAT OF THE BOOK OF RESOLUTIONS

The Book of Resolutions shall contain a separate section for each classification of resolution herein described. Policy, Administrative, Special and General Resolutions shall be recorded in Sections I, II, III and IV of the Book of Resolutions, respectively, and shall also be attached to the Minutes of the meeting at which they are adopted.

III. DEFINITIONS

The Book of Resolutions shall incorporate by reference all definitions contained in the Association's governing documents. The terms defined below are also used in this Book of Resolutions:

A. "Board" means the Board of Directors.

B. "Association" means the Sugarland Run Townhouse Owners Association, Inc.

C. "Owner" means a record Lot Owner and members of such Owner's family.

D. "Resident" means a person actually residing on a Lot.

E. "Tenant" means a resident who is not an Owner.

IV. FORMAT OF RESOLUTIONS

Resolutions shall state the authority of the Board to adopt the resolution, the purpose of the resolution, any necessary information to effect the resolution, signature of the President, certificate of Secretary and be accompanied by the Resolution Action Sheet attached hereto as Exhibit A.

V. RESPONSIBILITY

The Secretary shall be responsible for maintaining the Book of Resolutions.

VI. INSPECTION

The Book of Resolutions shall be available for inspection upon request by any Owner upon arrangement with the Secretary of the Association during normal business hours.

VII. CONFLICTS

If there is a conflict between the provisions contained in the Book of Resolutions and those in the Declaration of Covenants, Conditions and Restrictions or the Bylaws, then the provisions of each shall control in the following order: the Declaration and the Bylaws.

VIII. SEVERABILITY

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

IX. APPLICABILITY

Any reference made herein with respect to actions taken by the Board shall include a Committee where the Board has delegated its authority to take such action to a Committee.

X. COMPLIANCE

All Owners, their Tenants, employees, guests, licensees and invitees shall comply with the provisions of the Book of Resolutions.

XI. ENFORCEMENT

The Association or any Owner shall have the right to enforce, by any proceeding set forth herein or at law or in equity, all provisions of this Book of Resolutions and the governing documents of the Association. Failure by the Association or any Owner to enforce any of the provisions of this Book of Resolutions shall in no event be deemed a waiver of the right to do so thereafter. A waiver of such rights shall be effective only pursuant to a written instrument signed by the party to be charged with such waiver. Such instrument shall operate as a waiver of only those provisions which are expressly waived therein.

XII. 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.

XIII. REFERENCE OF PRONOUNS

All pronouns and any variations thereof 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.

XIV. METHOD OF ADOPTION

All resolutions shall contain the date of adoption and an indication of whether they were adopted at a regular or special meeting of the Board.

XV. AMENDMENT

The Board 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 Board of Directors.

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