

Resolution

MYERS MILL HOMEOWNERS ASSOCIATION

ADMINISTRATIVE RESOLUTION NUMBER: 2016-01

SPONSOR: Arthur Rich, Vice President, Board of Directors

Relating to Adoption and use of Resolution Format and Process

WHEREAS, Article IV, Section 11 of the By-Laws of Myers Mill Homeowners Association, Inc. (“By-Laws”) assigns the Board of Directors (“Board”) all powers and duties necessary for the administration of the affairs of the Myers Mill Homeowners Association (“Association) and states that the Board may shall have the power and authority to exercise all of the rights and powers of the Association; and;

WHEREAS, Article IV, Section 11(e) of the By-Laws provides that the Board may exercise any other power necessary and proper for the governance and operation of the Association; and,

WHEREAS, the Board of Directors wishes to establish standards for the operation and governance of the Association that serve as guiding principles for both volunteer leaders and members of the Association; and,

WHEREAS, the Board has determined that it is in the best interest of the Association and the Association’s members to adopt the following Resolution format and process.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby establishes the Resolution Process as follows:

1. As appropriate, the Board shall adopt Resolutions in one of four forms:
 - A. **Policy Resolutions.** These are resolutions that affect owners’ rights and obligations. For example, rules for the use of common areas and recreational facilities, architectural guidelines, enforcement procedures, and where the Board meetings are held.
 - B. **Administrative resolutions.** These are resolutions that address the internal operations of the community association. Examples include operating procedures, collection procedures, and where board meetings will be held.
 - C. **Special resolutions:** These are resolutions stating board decisions that apply a policy or rule to an individual situation. For example, a decision about an alleged rule violation or authorization of a lawsuit constitutes a special resolution.

D. **General Resolutions.** These are resolutions which involve routine events. Examples include adoption of the annual budget or approval of a contract.

2. All resolutions shall conform to this Model Resolution format and be accompanied by a resolution action record:

<u>Resolution</u>				
Myers Mill Homeowners Association, LLC				
Policy Resolution Number: Year - ###				
Relating to TOPIC				
WHEREAS (One or more paragraphs providing the Authority for this Resolution)				
NOW, THEREFORE, BE IT RESOLVED (One or more paragraphs describing the Resolution)				
Myers Mill Homeowners Association, LLC RESOLUTION ACTION RECORD				
Resolution Type: _____ No. _____				
Pertaining to: _____				
Duly adopted at a meeting of the Board of Directors held: _____				
Motion by: _____ Seconded by: _____				
	VOTE			
	YES	NO	ABSTAIN	ABSENT
_____ PRESIDENT	_____	_____	_____	_____
_____ VICE PRESIDENT	_____	_____	_____	_____
_____ TREASURER	_____	_____	_____	_____
_____ PRESIDENT	_____	_____	_____	_____
_____ SECRETARY	_____	_____	_____	_____

Figure 1: Example of Board of Directors Resolution Action Record

DIRECTOR				
DIRECTOR				
DIRECTOR				
DIRECTOR				
ATTEST:				
SECRETARY				DATE
FILE:				
Book of Minutes -				
Book of Resolutions:				
		Book No.	Page No.	
	Policy	_____	_____	
	Administrative	_____	_____	
	Special	_____	_____	
	General	_____	_____	
Resolution Effective Date: _____				


Figure 2: Example of Board of Directors Resolution Action Record Con't

3. When a need is identifies, the Board of Directors will circulate a “draft” resolution to Association members for review and comment.
4. Based on the member input received, the Resolution may be revised by the Board and, if appropriate, be recirculated to the members.
5. Once the Resolution is in “final” form, the Board of Directors will vote to either approve or disapprove it. If the Resolution is approved, the Resolution will be enforceable by the Board of Directors within the mandate of its Association powers and duties.
6. A Book of Resolutions by the Association will be maintained by the Secretary and copies provided to all association members.

Myers Mill Homeowners Association, Inc.

RESOLUTION ACTION RECORD

Resolution Type: Admin No. 2046-01
 Pertaining to: adopt
 Duly adopted at a meeting of the Board of Directors held: 2 MARCH 2016
 Motion by: Arthur Rich Seconded by: GARY

	VOTE			
	YES	NO	ABSTAIN	ABSENT
 PRESIDENT	✓	_____	_____	_____
<u>Arthur Rich</u> VICE PRESIDENT	✓	_____	_____	_____
_____ TREASURER	_____	_____	_____	_____
<u>Patrick Dunn</u> SECRETARY	✓	_____	_____	_____
<u>Nick Estes</u> DIRECTOR	✓	_____	_____	_____
<u>[Signature]</u> DIRECTOR	✓	_____	_____	_____
<u>[Signature]</u> DIRECTOR	✓	_____	_____	_____
<u>[Signature]</u> DIRECTOR	✓	_____	_____	_____
_____ DIRECTOR	_____	_____	_____	_____

ATTEST:

[Signature]
SECRETARY

3/2/2016
DATE

FILE:
Book of Minutes -
Book of Resolutions:

	Book No.	Page No.
Policy	_____	_____
Administrative	_____	_____
Special	_____	_____
General	_____	_____

Resolution Effective Date: 2 MAR