

# Kingstowne

## KINGSTOWNE RESIDENTIAL OWNERS CORPORATION

### ADMINISTRATIVE RESOLUTION NO. 34 Protocol for Resolution Numbering and Revisions

**WHEREAS**, Article III, Section 3(b) of the Declaration of Covenants and Restrictions of the Kingstowne Residential Owners Corporation states that “the Board of Trustees shall have all powers for the conduct of the affairs of the Residential Corporation which are provided by law or the Founding Documents and which are not specifically reserved to Members or the Declarant in the Founding Documents,” and

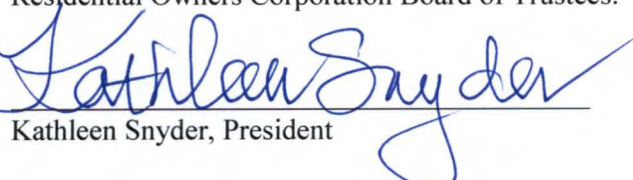
**WHEREAS**, the Board of Trustees deems it prudent to establish specific procedures to address conformity of the Policy Resolutions and Administrative Resolutions of Kingstowne Residential Owners Corporation;

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Trustees adopts the protocol detailed in this resolution:

1. The Corporation’s staff shall identify all existing resolutions that require updating and create new resolutions required to establish policies and operating guidelines.
2. All resolutions will have the Kingstowne logo at the top of the page.
3. Numbering of resolutions shall adhere to the following protocol:
  - a. All resolutions will be on a sequential numbering system.
  - b. The numeric digits of the resolution shall be presented as NO. XX
  - c. Tracking of resolution name, approval date, and revision dates will be recorded on a tracking chart at the end of each resolution.
  - d. Once a revision of an existing resolution has been approved, or a new resolution has been adopted, and signed by the Board of Trustees, the table of contents for the proper resolution type will be updated and an electronic copy will be added to the KROC Governing Documents Folder on the shared drive. A hard copy of the signed resolution will be added to the Book of Resolutions.
  - e. Revised resolutions will retain the original number.

#### EFFECTIVE DATE OF RESOLUTION

The resolution was approved on this 1<sup>st</sup> day of August, 2016 by the Kingstowne Residential Owners Corporation Board of Trustees.

  
Kathleen Snyder, President

Board of Trustees  
Kingstowne Residential Owners Corporation

<b>Resolution Name</b>	<b>Number</b>	<b>Approved</b>	<b>Revised</b>
Protocol for Resolution Numbering and Revisions	34	August 1, 2018	