

KINGSTOWNE RESIDENTIAL OWNERS CORPORATION  
POLICY RESOLUTION NO. 3  
ADMINISTRATIVE RESOLUTIONS

relating to the process of considering  
and adopting Administrative Resolutions

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, Article VI, Sections 8(c) and (d) of the Bylaws of the Kingstowne Residential Owners Corporation stipulate that it shall be the duty of the Board to:

"Adopt and follow procedures for adoption and publication of Board Resolutions to be included in the Book of Regulations, including the provision for hearing and notice to Members..." and

"Adopt and publish rules and regulations including fees, if any, governing the use of the common area and facilities and the personal conduct of the Members and their guests thereon and include these in the Book of Regulations," and

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

WHEREAS, it is the intent of the Board of Directors to institute such rules and procedures;

NOW THEREFORE, BE IT RESOLVED THAT the following procedures for Administrative Resolutions be adopted:

## I. PROCEDURE FOR ADOPTION

The Board member introducing the resolution(s) shall provide the proposed resolution(s) to each Board member at least seventy-two (72) hours prior to the Board meeting at which it is to be considered and shall present the proposed Administrative Resolution(s) at the Board meeting. The proposed resolution(s) shall be set forth in or attached to the minutes of the Board meeting. Unless otherwise noted in the minutes, all Board members shall be deemed to be aware of the contents of the resolution by virtue of such prior distribution.

The secretary will review the proposed resolution for consistency with previously-adopted resolutions and make a report to the Board. Legal counsel shall be consulted as to compliance with applicable law and consistency with the Governing Documents. The proposed resolution may be amended and/or adopted by a majority vote of the Trustees at a meeting at which a quorum is present. If the resolution is adopted, it shall be placed in the Book of Regulations.

## II. DURATION

Administrative Resolutions shall remain in effect until repeal or any subsequent amendment by the Board, unless a lesser period is stated in the resolution. The secretary shall place on the agenda of the Board consideration of any resolution due to expire forty-five (45) days prior to its stated expiration, if such is the case. If the resolution is not reviewed prior to expiration, the resolution shall remain in effect until reviewed.

## III. AMENDMENT

Administrative Resolutions may be amended by the Board of Trustees with a majority vote of Trustees at a meeting at which a quorum is present.

KINGSTOWNE RESIDENTIAL OWNERS CORPORATION

RESOLUTIONS ACTION RECORD

Resolution Type Policy No. 3

Pertaining to: the process of considering and adopting Administrative Resolutions

Duly adopted at a meeting of the Board of Trustees of Kingstowne Residential Owners Corporation held August 17, 1987.

Motion by: Ms. Woolf Seconded by: Mr. Fleischman

OFFICER	VOTE:			
	YES	NO	ABSTAIN	ABSENT
<u>R. Bruce Thompson</u> , President	<u>X</u>	_____	_____	_____
<u>Stephen Fleischman</u> , Vice President	<u>X</u>	_____	_____	_____
<u>Debra K. Woolf</u> , Secretary/Treasurer	<u>X</u>	_____	_____	_____

ATTEST:

*Debra K. Woolf*  
Secretary

8/19/87  
Date

FILE:

Book of Minutes - 1987

Book of Regulations:

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

Resolution Effective August 17, 1987