

Reflection Homes Association, Inc.  
Policy Resolution 2000-2  
Book of Resolutions

**WHEREAS**, Article VII, Section 1 of the By-Laws of Reflection Homes Association (Association) charges the Board of Directors (Board) with the powers and duties for the administration of the Association; and

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

**WHEREAS**, it is the intent of the Board to maintain a record of its decisions in addition to the customary book of minutes;

**NOW THEREFORE BE IT RESOLVED THAT** the Board shall create a Book of Resolutions which shall be an orderly and indexed record of the resolutions that are adopted by the Board, specifically policy and administrative resolutions.

1. Book Format. The Book of Resolutions shall be composed of five sections. Each section shall be numbered and named as follows:

Section I, Board Responsibilities and Limitations  
Section II, Standing Committees  
Section III, Architectural Standards  
Section IV, Parking Rules and Regulations  
Section V, Trash Collection Rules.

Each Section of the book will be further divided into policy resolutions and administrative resolutions.

2. Responsibility. The Board shall designate the management agent and the Board secretary to be responsible for maintaining the Book of Resolutions. The Board secretary shall keep a current copy of the book in his possession with a copy also kept in the management agent's office.
3. Referencing. All resolutions shall be numbered in the following manner: year of enactment, hyphen, and sequential number designating position in order of enactment in that year.
4. Location. All resolutions shall designate at the end of each resolution the section number and name in which it will be filed.

**Location:** *This Policy Resolution shall be filed in Section I, Board Responsibilities and Limitations, of the Book of Resolutions.*

The effective date of this resolution is **April 10, 2000**.