

Reflection Homes Association, Inc.
Policy Resolution 2001-3
Classification of Resolutions

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

WHEREAS, systematic procedures for adoption and recording of resolutions of the Board are dependent on the subject matter of a resolution; and

WHEREAS, it is the intent of the Board to establish a further classification for various types of resolutions and define appropriate procedures for each type;

NOW THEREFORE BE IT RESOLVED THAT there shall be two types of resolutions - policy resolutions and administrative resolutions - which are described as follows:

I. POLICY RESOLUTIONS

- A. Definition. Those resolutions relating to the long-term governance of the Association including, but not limited to, actions affecting members' rights of enjoyment, actions affecting members' obligations, and protection of the equity of the Association and that of its members. All Policy Resolutions will be recorded in the first subsection of each section of the Book of Resolution .
- B. Notification of members. Except in Emergencies, the Board shall advise members of any addition or deletion of a Policy Resolution or any change to any part of a Policy Resolution ten (10) days prior to a vote by the Board. This period shall be counted from the date of mail delivery or hand delivery of the resolution to resident owners. Notice of the proposed resolution or change in a resolution must be accomplished by publication in the Association's regularly published newsletter or an individually delivered circular setting forth the proposed resolution. Posting on a web page of the Association does not relieve the Association of responsibility for direct-delivery of hard copies of the resolution.

As used herein, an emergency shall be defined as an unexpected occurrence which would create a risk of substantial harm or expense to the Association or its members if remedial action were not taken by the Board within ten (10) days.

- C. Member rebuttal. The Board shall allow a member to request a copy in full of any proposed resolution under consideration by the Board. The Board shall consider any written rebuttals received within the ten (10) days period mentioned above in Section B in its deliberations. The Board may also, at its sole discretion, choose to hold a hearing concerning members' comments pertaining to a proposed resolution.

- D. Distribution. All members of the Association will be forwarded a copy of every resolution adopted by the Board and all disclosures will include every current resolution passed by the Board.
- E. Referencing. All Policy Resolutions will be named as such, followed by the year of enactment followed by a hyphen and the sequential number designating position in order of enactment of that year. Each Policy Resolution will state the section in which the resolution is to be catalogued.
- F. Duration. Each policy resolution will be self-renewing at the end of the calendar year of its tenth anniversary of its enactment by the Board.

II. ADMINISTRATIVE RESOLUTIONS

- A. Definition. Those resolutions adopted by the Board which deal with the internal operation and structure of the Association and not in any way limiting or expanding a member's rights and obligations with regards to the Association.
- B. Notification of members. At the discretion of the Board.
- C. Member Rebuttal. At the discretion of the Board.
- D. Distribution. All members of the Association will be forwarded a copy of every resolution adopted by the Board and all disclosures will include every current resolution passed by the Board.
- E. Referencing. Resolutions will be referenced and catalogued in the same manner as Policy Resolutions except by name which will be Administrative Resolution.
- F. Duration. Each administrative resolution will be self-renewing at the end of the calendar year of its tenth anniversary of its enactment by the Board.

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

The effective date of this resolution is **April 10, 2001**.