

# Royal Oak Maintenance Association

## POLICY RESOLUTION NUMBER 1

### CREATION AND USE OF RESOLUTIONS

WHEREAS, Article VI Section 6.23 Enforcement; Legal Remedies, of the Second Amended and Restated Declaration of Covenants, Conditions Restrictions and Easements for Royal Oak Estates (the "Declaration") gives the Homeowners' Association (the "Association") power to adopt rules and regulations as may be necessary to carry out the intent of the deed restrictions; and

WHEREAS, Article VIII Section 8.6 Rules and Regulations, of the Declaration authorizes the Association to adopt rules and regulations regarding the use of the Common Areas; and

WHEREAS, in order to exercise its powers and duties as efficiently and effectively as possible, a systematic procedure to reach, record, promulgate, maintain, and administer far-reaching, precedent-setting actions and decisions is needed; and

WHEREAS, the Board of Directors (the "Board") desires that these procedures be fully open and readily accessible to the Association members;

NOW, THEREFORE, BE IT RESOLVED THAT the Board shall establish a process of creating and adopting Rules and regulations as follows:

1. When the Board deems appropriate, it shall create one or both of the following types of Resolutions in a format that conforms to the Model Resolution attached:


POLICY RESOLUTIONS which specifically relate to the long-term governance of the Association, including but not limited to actions affecting members' rights of enjoyment, members' obligations, and the protection of the equity of the Association and its members, or

ADMINISTRATIVE RESOLUTIONS which deal with the internal structure and operation of the Association, including but not limited to responsibilities of committees, financial procedures, and administration of policies and rules.

2. When a need is identified by the Board, it shall cause a "draft" Resolution to be created, which shall be circulated to Association members via e-mail or fax for review and comment. Members not having access to e-mail or fax may request U.S. mail delivery.
3. Based upon the comments received on the "draft", the Resolution shall be revised, if appropriate, and if a major revision, then recirculated to Association members. The Board shall then vote to approve or disapprove the proposed Resolution. Once adopted the Resolution shall be enforceable by the Board within the mandate of the Board's powers and duties to adopt and administer Rules and Regulations of the Association.
4. A book of Resolutions adopted by the Board shall be maintained by the Secretary, who shall provide a copy of each Resolution to all Association members.
5. Any objections to resolutions must be filed with the Board within 30 days. All resolutions passed by the Board are placed in effect shall be presented to the membership at the annual meeting for a vote to either accept or reject the resolution. The Board retains the option to send out a resolution for a vote prior to the annual meeting.

ATTEST:

10 November 2007

  
Charles M. Conely  
President of the Association

Royal Oak Maintenance Association

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ATTACHMENT

MODEL RESOLUTION FORMAT

Royal Oak Maintenance Association

(Type: POLICY or ADMINISTRATIVE ) RESOLUTION NUMBER

(Name of Resolution)

Whereas, (One or more paragraphs providing the AUTHORITY for this RESOLUTION)

NOW, THEREFORE, BE IT RESOLVED THAT (One or more paragraphs describing the SPECIFICATIONS or ACTIONS that are the results of this RESOLUTION)

ATTEST:

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
President of the Association