

COLECROFT STATION CONDOMINIUM UNIT OWNERS ASSOCIATION
POLICY RESOLUTION NO. 1
BOOK OR RESOLUTIONS

relating to types of Board resolutions and
manner of recording

WHEREAS, Article 3, Section 3.1 of the Bylaws states that "The Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association and may do all such acts and things as are not by the Condominium Act or the Condominium Instruments required to be exercised and done by the Association;" and

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

WHEREAS, it is the intent of the Board of Directors 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 Rules and Regulations of the Association and of the resolutions that are adopted by the Board, specifically Policy Resolutions, Administrative Resolutions, Special Resolutions, and General Resolutions as described below.

I. BOOK FORMAT

The Book of Resolutions shall be composed of four main sections, one for Policy Resolutions, one for Administrative Resolutions, one for Special Resolutions, and one for General Resolutions, such resolutions to be arranged in each section in order of their adoption. These resolutions shall be classified as follows:

- A. "Policy Resolutions" shall mean and refer to resolutions adopted by the Board of Directors which specifically relate to the long-term governance of the Association, including, but not necessarily limited to, actions affecting Owners' property rights, actions affecting Owners' obligations, and protection of the equity of the Association and Owners. All Policy Resolutions shall be recorded in Part One of the Book of Resolutions of the Association and attached to the Minutes of the meeting at which they were adopted.

- B. "Administrative Resolutions" shall mean and refer to those resolutions adopted by the Board which deal with the internal operation and structure of the Association, including but not limited to, financial procedures, committee terms of reference, etc. All Administrative Resolutions shall be duly recorded in Part Two of the Book of Resolutions and attached to the Minutes of the meeting at which they were adopted.
- C. "Special Resolutions" shall include those resolutions adopted by the Board of Directors involving actions relative to questions of compliance by an Owner with the provisions of the Condominium Act, the Condominium Instruments, or the Book of Resolutions. Special Resolutions shall be duly recorded in Part Three of the Book of Resolutions and attached to the Minutes of the meeting at which they were adopted.
- D. "General Resolutions" shall mean and refer to those resolutions adopted by the Board which relate to specific expenditures, single task actions, and other such general matters of the Board which have no continuing, far-reaching, or precedent-setting implications. General Resolutions shall be recorded in Part IV of the Book of Resolutions and attached to the Minutes of the meeting at which they were adopted.

II. DEFINITIONS

This Book of Resolutions shall incorporate by reference all definitions contained in the Condominium Act and the Condominium Instruments. The terms defined below are also used in this Book of Resolutions:

- A. "Board" refers to Board of Directors.
- B. "Association" refers to Colecroft Station Condominium Unit Owners Association.
- C. As the context may require, the terms "Owner" or "Unit Owner" shall refer to Unit Owners, members of their families, their guests, tenants, employees and invitees.

III. FORMAT OF RESOLUTIONS

The format of resolutions shall conform to the format set out on the attached Exhibit A.

IV. RESPONSIBILITY

The secretary shall be responsible for maintaining the Book of Resolutions and providing to the Owners appropriate and prompt notice of any additions or changes.

V. INSPECTION

The Book of Resolutions shall be made available for inspection by any Owner or representative of one of the project's Mortgagees upon request, during normal business hours.

VI. CONFLICTS

If the Book of Resolutions conflicts with the Condominium Act or the Condominium Instruments, those documents shall prevail, according to the following hierarchy; the Condominium Act, the Declaration, the Bylaws, the Book of Resolutions.

VII. SEVERABILITY

The invalidity of any portion of the Book of Resolutions shall not impair or affect in any manner the validity, enforceability, or effect of the balance of the Book of Resolutions.

VIII. APPLICABILITY

Wherever in this Book of Resolutions reference is made to the Association, such reference shall include the Association and the Managing Agent where such authority is delegated by the Association to the Managing Agent.

IX. COMPLIANCE

All Owners shall comply with the provisions of the Book of Resolutions.

X. ENFORCEMENT

The Association, Declarant, any successor Declarant, or any Owner shall have the right to enforce, by any proceeding set forth herein or at law or in equity, all provisions of the Book of Resolutions as well as the Condominium Instruments. Failure by the Association, Declarant, or any Owner to enforce any of the provisions of this Book of Resolutions shall in no event be deemed a waiver of the right to do so thereafter. A waiver of such rights shall be effective only pursuant to an instrument in writing signed by the party to be charged with such waiver and shall be limited to the particular provision contained herein which is expressly set forth as being waived.

XI. VIOLATION AND NUISANCE

Every act or omission whereby any provision of the Book of Resolutions is violated in whole or in part is hereby declared to be a nuisance and may be enjoined or abated, whether or not the relief sought is for negative or affirmative action, by Declarant, the Association, or any Owner.

COLECROFT STATION CONDOMINIUM UNIT OWNERS ASSOCIATION
RESOLUTIONS ACTION RECORD

Resolution Type Policy No. 1

Pertaining to: types of Board resolutions and manner of recording

Duly adopted at a meeting of the Board of Directors of Colecroft Station Condominium Unit Owners Association, held March 16, 1990.

Motion by: Robert Bergman Seconded by: Daniel Abramson

OFFICER	VOTE: YES	NO	ABSTAIN	ABSENT
<u>Paul R. Abramson</u> , President	<u>X</u>	_____	_____	_____
<u>Daniel R. Abramson</u> , Vice President	<u>X</u>	_____	_____	_____
<u>Robert Bergman</u> , Secretary/Treasurer	<u>X</u>	_____	_____	_____

ATTEST:

Pratt C. Bergman
Secretary

3/21/90
Date

FILE:

Book of Minutes - 1990

Resolution Effective, March 16, 1990