

COUNTRYSIDE PROPRIETARY

RESOLUTION NO. 125

RESOLUTIONS PROCEDURES

WHEREAS, Article VI, Section 8 of the CountrySide Proprietary ("Bylaws") charges the Board of Directors with powers and duties for the administration of the Proprietary; and

WHEREAS, there is a need for the Board of Directors to establish certain procedures for the adoption of Resolutions to insure maximum communication and consideration of ideas and to protect the interests of the Proprietary and its members; and

WHEREAS, the Board desires to rescind Administrative Resolution No. 1 and hereby substitutes Resolution No. 125.

NEW, THEREFORE, BE IT RESOLVED THAT Administrative Resolution No. 1 be, and hereby is, rescinded, and that the Board shall conform to the following procedural guidelines when formulating Resolutions:

I. REVIEW PROCEDURE

- A. After an issue is evaluated by the Board, including whether the Board has the legal authority to act and whether the proposed Resolution is appropriate, the proposed Resolution shall be drafted by the Board of Directors, or its administrative designate, and forwarded to the Proprietary's legal counsel for review.
- B. Upon review by the Proprietary's legal counsel, the Board, or its administrative designate, shall incorporate legal counsel's recommendations into said Resolution.
- C. The proposed Resolution, along with copies of the current Resolution, if any, shall be distributed to all Board members prior to the next regularly scheduled Board meeting. Both the president and the secretary of the Board shall evaluate the proposed Resolution for any content that, in his or her sole opinion, implies or states that the proposed Resolution implements, defines or modifies rules, regulations or policies that may have an impact on an owner's rights or privileges. If this review determines such is the case, the president shall attach this determination to the Resolution record and direct the secretary to announce the draft Resolution in the COURIER no later than fifteen (15) days prior to the Board meeting scheduled to hear the Resolution. This announcement shall state that (a) the proposed Resolution is under consideration by the Board of Directors, (b) general membership comments regarding this Resolution will be heard at the Board meeting scheduled to hear the Resolution, and (c) written comments may be sent to the prior president of the Board of Directors for consideration prior to the Board voting on the Resolution.

II. ADOPTION PROCEDURE

- A. When the final draft of the proposed Resolution is presented at the Board meeting, the secretary shall (a) ensure that copies are available to the general membership at the meeting prior to formal review or discussion by the Board, (b) read out loud any written correspondence received from the general membership on the Resolution, and (c) open the proceedings for general membership remarks, comments or questions. Formal review and discussion by the Board of Directors will commence only after the general membership participation.
- B. Upon formal review and discussion by the Board of Directors, the Board shall take action, either approving, with or without additional language, or disapproving the proposed Resolution. The decision of the Board of Directors shall become a part of the permanent record of the Proprietary.
- C. Should the Board approve said Resolution with additional language, the Board or its administrative designate, shall revise the Resolution reflecting such modification and forward the Resolution, with changes, to the Proprietary's legal counsel for review.
- D. Upon review and approval of the changes, if any, by the Proprietary's legal counsel, the approved Resolution will be published in the next available issue of the COURIER.

III. DURATION

- A. An approved Resolution shall remain in effect until such time as the Board determines that it is no longer useful. Therefore, a Resolution may remain in effect perpetually.

IV. RESOLUTION FORMAT

- A. The format of Resolutions shall conform to the format attached hereto.

ATTEST:

PRESIDENT: Roy Soltoff

DATE:

SECRETARY: Judith A. Startzell

DATE:

COUNTRYSIDE PROPRIETARY)
RESOLUTION NO. _____) ALL CAPS
)
(TITLE OF RESOLUTION))

(Authority) WHEREAS, Article ____, Section ____, of the Covenants and Restrictions of the
CountrySide Proprietary...

(Purpose/Scope) WHEREAS, _____;
(Specification) NOW, THEREFORE, BE IT RESOLVED THAT ____

Book of Minutes:

ATTEST:

SECRETARY: (NAME - CAPS) PRESIDENT: (NAME - CAPS)

DATE DATE CORPORATE SEAL

*CountrySide Proprietary, Resolution No. and the Title of the Resolution shall be capitalized. There shall be a double space between Resolution No. and the Title of the Resolution and a triple space between the Title of the Resolution and the first "Whereas" clause. The words "WHEREAS" and "NOW, THEREFORE, BE IT RESOLVED THAT" shall be capitalized and indented five spaces.

*The body of the Resolution shall be as follows:

I. Primary Paragraphs/Headings Shall Use Roman Numerals.

The heading shall be underlined and indented five spaces. The first letter of each word shall be capitalized, if appropriate.

1. Secondary paragraphs shall use Arabic numerals, i.e., 1, 2, 3, etc. The secondary paragraph shall be indented, with the numeral located under the first letter of the first word in the heading. Text shall be blocked, left justified.

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(a) Tertiary paragraphs shall be alphabetized using lower case letters surrounded by parenthesis.

The tertiary paragraph shall be indented, with the letter located under the first letter of the first word in the secondary paragraph. Text shall be blocked, left justified.

*There shall not be a "I" without a "II," a "1" without a "2" or an "(a)" without a "(b)."

*In the event a proposed Resolution is replacing an existing Resolution, the following language shall be used as a "Whereas" clause:

WHEREAS, the Board desires to rescind Resolution No. ____ and hereby substitutes Resolution No. ____.

*In addition, the following language shall be used in the "Now, Therefore..." clause:

NOW, THEREFORE, BE IT RESOLVED THAT Resolution No. ____ be, and hereby is, rescinded, and that ...

*The format for subsequent pages shall be as follows:

CountrySide Proprietary
Resolution No. ____
Page ____

*The format for attachment pages shall be as follows:

CountrySide Proprietary
Resolution No. ____
ATTACHMENT - Page ____

*When referring to the newsletter, COURIER shall be capitalized.

*Reference shall be made to the Book of Minutes. The closing signature lines shall be as set forth in the above sample.