

FOREST HEIGHTS HOMEOWNERS ASSOCIATION, INC.

ADMINISTRATIVE RESOLUTION NUMBER 28

Adopting the FHHOA Personnel Handbook

WHEREAS, Article VIII, Section 8.4, Powers and Obligations, of the Declaration of Protective Covenants, Conditions and Restrictions for Forest Heights Homeowners Association, Inc. (the “Association”, “FHHOA”), and Article III, Section 3, Powers and Obligations, of the First Amended and Restated Bylaws of FHHOA provide for the management of the affairs of the Association.

AND WHEREAS, Article VIII, Section 8.10, Association Rules and Regulations, of the Declaration of Protective Covenants, Conditions and Restrictions for FHHOA authorizes the Board of Directors of the Association to establish and promulgate rules and regulations;

AND WHEREAS, it is the intent of the Board of Directors of the Forest Heights HOA to adopt employment rules and regulations that apply to all Association employees in order to assure maximum service to property owners, and at the same time provide uniform employment rules and regulations which are fair and equitable for all Association employees.

BE IT RESOLVED, that the attached employment terms, conditions and definitions constitute the employment rules and regulations of the Forest Heights HOA Employee Policies Handbook and apply to all Association employees. The Employee Policies Handbook does not guarantee Association employees continued employment with the Association, nor does it constitute an employment contract.

BE IT FURTHER RESOLVED, that whenever reasonably possible, each new employee on the first day of his/her employment, shall receive a copy of this Employee Policies Handbook, and shall have each section explained. An acknowledgment of the existence of these rules and regulations will be attested to by the employee’s signature on the “Receipt of Employee Policies Handbook Form”.

BE IT FURTHER RESOLVED, that the effective date of these employment policies is April 1, 2008, which is the amended and adopted date of this document and that any existing employment rules and regulations of the FHHOA are superseded by these employment rules and regulations, and

BE IT FURTHER RESOLVED, that this document be known as and called the “FHHOA Employee Policies Handbook”, and that the original document shall be on file in the office of the FHHOA.

This Administrative Resolution is adopted the 11th day of March, 2008 by the Board of Directors of the Association.

ATTEST:

March 11, 2008
DATE

/Suzanne Hayden/
FHHOA, Association Secretary