

FOREST HEIGHTS HOMEOWNERS ASSOCIATION, INC.

POLICY RESOLUTION NUMBER 1

Resolution to Create Resolutions

WHEREAS, Article VIII, Section 8.4, Powers and Obligations, of the Declaration of Protective Covenants, Conditions and Restrictions for Forest Heights Homeowners' Association, Inc., and Article III, Section 3, Powers and Obligations, of the Bylaws of Forest Heights Homeowners' Association, Inc., provide for the management of the affairs of Forest Heights Homeowners' Association, Inc., a nonprofit corporation formed under the laws of the State of Oregon;

AND WHEREAS, Article V, Section 1, General, of the Bylaws of Forest Heights Homeowners' Association, Inc., charges the Board of Directors of Forest Heights Homeowners' Association, Inc., to manage said affairs;

AND WHEREAS, in order to exercise its powers and duties as efficiently and effectively as possible, the Board of Directors of Forest Heights Homeowners' Association, Inc., deems necessary the establishment of systematic procedures to reach, record, promulgate, maintain, and administer far-reaching, precedent-setting actions and decisions;

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

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

1. When it deems it appropriate, the Board shall create one or both of the following types of resolutions in a format that conforms to the model resolution provided in Attachment One:

Type 1 - POLICY RESOLUTIONS that 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

Type 2 - ADMINISTRATIVE RESOLUTIONS that 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, the Board of Directors shall cause a "draft" resolution to be created, which shall be circulated to Association members for review and comment.
3. Based on the input received from that review the resolution shall be revised, if appropriate, and re-circulated to the members if changes are made. Two "draft" iterations are permitted

leading to a "final" draft. The Board of Directors shall resolve semantic differences and shall provide that the final "draft" reflects the will of the majority of those members commenting on the "draft".

- 4. The Board of Directors shall vote to either approve or disapprove the "final" draft. If it is approved, the resolution shall be "enforceable" by the Board of Directors within the mandate of its powers and duties to administer the Association.
- 5. A Book of Resolutions that have been adopted by the Association shall be maintained by the secretary, who shall provide copies of current and additional resolutions to all Association members.

ATTEST:

October 6, 1999
DATE

/George Marshall/
FHHOA Board of Directors

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ATTACHMENT ONE

MODEL RESOLUTION FORMAT

Forest Heights Homeowners' Association, Inc.

_____ *[Type: Policy or Administrative]* Resolution Number _____

_____ *[Title of the Resolutions]*

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].*