

LVE II HOMEOWNERS ASSOCIATION, INC.
ADMINISTRATIVE RESOLUTION AR 22-04

Book of Resolution Procedures

WHEREAS, Article VII, section 7.14 (a), (xv) of LVE II Homeowners Association, Inc., (the “ByLaws”), states that the Board of Directors shall have the powers and duties to make and enforce compliance with any reasonable rules and that copy of these rules and regulations and copies of any amendments thereto shall be delivered or mailed to each owner and any tenant or occupant of a lot promptly upon the adoption thereof; and

WHEREAS, there is a need to define, and establish a process to adopt, amend and revise policy and administrative resolutions; and

WHEREAS, an administrative resolution can accomplish the intent to establish resolution procedures.

NOW THEREFORE, BE IT RESOLVED THAT the following procedures are established for the adoption of policy and administrative procedures and the same are to be included in the Book of Resolutions for the Association as Administrative Resolution AR 22-04.

I. Definitions

- A. Book of Resolutions.** Book of Resolutions shall mean and refer to the document containing the rules and regulations and policies of the Association as they may from time to time be amended, revised, or cancelled. Without limiting the generality of its purpose, the Book of Resolutions shall contain all the rules, regulations, and policies of the Association as approved by the Board of Directors
- B. Policy Resolution.** Policy Resolution shall mean and refer to resolutions adopted by the Board of Directors which specifically refer to the long-term governance of the Association, including but not necessarily limited to, actions affecting Member's obligations, and protection of the equity of the Association and its Members.
- C. Administrative Resolutions.** Administrative Resolution shall mean and refer to resolutions adopted by the Board of Directors which deal with the internal operations and structure of the Association, including but not limited to terms of reference for committees, and administrative and financial procedures.

II Policy Resolutions. The following actions are required to be adopted as a Policy Resolution.

- A.** Rules and regulations, including fees governing the use of the Common Area and facilities and the personal conduct of the Members and their guests thereon.
- B.** Architectural Standards and guidelines for the Properties of the Members.
- C.** Procedures for the election of Directors

- D. Any other matters affecting the rights of Members, regulating their conduct, or the use and/or maintenance of their property.

III Procedures to Adopt a Resolution

- A. **Policy Resolution.** Policy resolutions are approved by a majority vote of the Board of Directors and adopted at a scheduled meeting of the Board of Directors. The adoption of a proposed policy resolution may be deferred if, in the opinion of the Board, public comment on the proposed resolution is merited or, if the proposed resolution may have a significant impact on the member's rights. In such cases, Members comments will be solicited on the proposed resolution. To accomplish this, Members will be notified of the resolution by means of an article in the Association's weekly newsletter or a special newsletter. A link to the proposed resolution will be contained within the article, and Members will have a minimum of ten days to comment before the proposed resolution can be acted upon. Once approved and signed, the resolution will be entered into the Book of Resolutions, entered in the Association web site within five working days of signing, and the resolution or amendments thereto shall be promptly delivered or mailed to each owner and any tenant or occupant of a lot.
- B. **Administrative Resolution.** Administrative resolutions are approved by a majority vote of the Board of Directors and adopted at a scheduled meeting of the Board of Directors. Once approved and signed, the resolution will be entered into the Book of Resolutions, and within five working days entered in the Association web site. Delivery to each owner and any tenant or occupant of a lot is not necessary after the adoption of an administrative resolution.
- C. **Effective Dates.** Policy and Administrative Resolutions shall become effective upon adoption by the Board of Directors unless specifically deferred by the Board, or by a date specified in the resolution.
- D. **Resolution Identification**

- 1. **Policy Resolutions.** Policy Resolutions will be numbered beginning with the letters **PR** then the last two digits of the year it is adopted, a hyphen, then the number of the resolution approved that year. For example, the third policy resolution adopted in calendar year 2022 would have the identifier **PR 22-03** for the third resolution adopted that year and recorded in the Book of Resolutions.
- 2. **Administrative Resolutions.** Administrative Resolutions will be numbered beginning with the letters **AR** then the last two digits of the year it is adopted, a hyphen, then the number of the resolution approved that year. For example, the second administrative resolution adopted in calendar year 2023 would have the identifier **AR 23-02** for the second resolution adopted that year and recorded in the Book of Resolutions.

IV Amendments, Revisions and Cancellations

A Procedures. An adopted resolution can be amended or revised by following the same procedure required to establish an original resolution.

1. Amendments. An amendment to a resolution will be numbered consecutively beginning with the number 1, identified as Amendment (number), to the appropriate Policy or Administrative resolution and incorporated into the original resolution in the Book of Resolutions.

2. Revision. A resolution can be revised by reissuing the resolution following the same procedures required to establish an original resolution. The revised resolution will have a new **PR** or **AR** number and a statement in the revised document stating that the original resolution is cancelled in its entirety.

3. Cancellation. Policy and Administrative Resolutions remain in effect until canceled by a vote of the Board of Directors. A complete revision to an existing resolution automatically cancels the basic resolution as of the date the revision was adopted by the Board. No notice to Members is necessary to cancel either a Policy or Administrative Resolution unless the direct rights of the Member are affected. In the latter case, the same procedures required to adopt a resolution will be required before a resolution can be canceled.

V. Resolution Format. The Following format will be used in drafting resolutions.

A. Heading. The following heading will be used for all resolutions.

**LVE II HOMEOWNERS ASSOCIATION, INC.
POLICY or ADMINISTRATIVE RESOLUTION (PR or AR) Year-Sequential number**

Resolution Title

B. Paragraph and sub-paragraph format.

I. (Title)

A.

1.

a.

(1).

(a).

VI. Effective Date. This Resolution is effective September 6, 2022.

LVE II HOMEOWNERS ASSOCIATION, INC.

Date: September 6, 2022

Mark D. Grimley, President

I hereby certify that a vote was duly taken, and the above Resolution was adopted by a majority vote at the meeting of the Board of Directors on the 6th day of September 2022.

SEAL

Shashidhar Koukuntla, Secretary