

Approved

PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION

POLICY RESOLUTION NUMBER TWO

POLICY RESOLUTIONS

**RELATING TO THE PROCESS OF CONSIDERING
AND ADOPTING POLICY RESOLUTIONS**

WHEREAS, Article III, Section Two, of the Parkfairfax Condominium Unit Owners Association Bylaws assigns the Board of Directors with ". . . all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association," and further states that the Board of Directors ". . . may do all such acts and things as are not by the Condominium Act, the Declaration or by these Bylaws required to be exercised and done by the Unit Owners Association"; **AND**

WHEREAS, the Board of Directors deems it necessary to establish appropriate procedures for adopting and recording Policy Resolutions of the Board of Directors; **AND**

WHEREAS, it is the intent of the Board of Directors to institute such rules and procedures;

NOW THEREFORE, BE IT RESOLVED THAT the following procedures for Policy Resolutions are adopted:

1. **FIRST READING:** At the discretion of the Board member introducing the resolution, the proposed Policy Resolution, may be read into the Minutes of a regular board meeting by a member of the Board, or may be distributed to all Board Members no less than twenty-four (24) hours prior to the meeting at which it is to be considered. Unless otherwise noted in the Minutes, all Board Members shall be deemed to be aware of the contents of the resolutions by virtue of such prior distribution. At that meeting the Board shall set a time, date, and place, such time to be no less than fifteen (15) days hence, for a hearing on the proposed resolution.
2. **PUBLICATION:** The proposed Policy Resolution (or a reasonable summary thereof) shall be printed in its entirety in the Association newsletter, or shall be distributed to all owners and tenants if they are directly affected, with notice of the time, date, and place of the hearing as set by the Board of Directors.
3. **CONSISTENCY:** The Secretary or Legal Counsel shall be responsible for

reviewing the proposed resolution for consistency with previously-adopted resolutions and with the Parkfairfax Condominium Instruments and shall submit a report at the hearing.

4. **HEARING:** Printed copies of the agenda, which shall include consideration of the proposed resolution, shall be available at the hearing. Copies of the full resolution shall be available at the hearing. Attendees shall have an opportunity to comment on the proposed resolution, subject to the guidelines announced at the beginning of the hearing. The Board may delegate to an appropriate committee the authority to conduct the meeting.
5. **BOARD ACTION:** At a meeting of the Board of Directors, to be held no later than thirty (30) days from the date of the hearing, the Board of Directors shall take action on the proposed Policy Resolution. To be adopted, the resolution must have the approval of a majority of the Board of Directors. If the resolution is adopted, the Board of Directors shall so advertise in the official newsletter, with either the full resolution or a summary thereof. An executed copy of the full resolution shall be placed in the Parkfairfax Book of Resolutions.
6. **DURATION:** Policy Resolutions shall remain in effect indefinitely unless a fixed period is indicated in the resolution; except that Policy Resolutions Number One and Number Two, as they may be amended from time to time, shall remain in effect for the duration of the Parkfairfax Declaration. Any resolutions due to expire shall be brought to the Board of Directors by the Secretary for consideration at a meeting within forty-five (45) days prior to the date of expiration. If, at the meeting when the Policy Resolution is reviewed, there are no proposed amendments of a substantive nature, the Board of Directors may re-adopt the resolution with the approval of a majority of its members.
7. **AMENDMENT:** To substantively amend a Policy Resolution, the Board of Directors will follow the procedures for adoption of a Policy Resolution.
8. **EMERGENCY POLICY RESOLUTIONS:** When, in the judgement of the Board of Directors, an emergency exists which jeopardizes the property or equity of the Association or the life, limb, or property of residents, the Board of Directors, with a majority approval of those Board Members present, may temporarily waive steps one through four; however, no later than thirty (30) days after the adoption of an Emergency Policy Resolution, such resolution shall expire, unless the Board of Directors institutes the normal proceedings for adoption of a Policy Resolution.