

PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION

POLICY RESOLUTION NUMBER THREE

ADMINISTRATIVE RESOLUTIONS

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

WHEREAS, Article III, Section Two of the 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 Administrative 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 Administrative Resolutions be adopted:

1. **PROCEDURE FOR ADOPTION:** At the discretion of the Board Member introducing the resolution, the proposed Administrative Resolution, shall be included in the published Board agenda for the meeting at which it is to be considered, or it may be distributed to all Board Members no less than twenty-four (24) hours prior to the meeting. Unless otherwise noted in the Minutes, all Board Members shall be deemed to be aware of the contents of the resolution by virtue of such prior distribution. The Secretary or Legal Counsel will review the proposed resolution for consistency with the Parkfairfax Condominium Instruments and previously-adopted resolutions and make a report to the Board of Directors. The proposed resolution may be amended and/or adopted by a majority of the Board of Directors. If the resolution is adopted, it shall be placed in the Parkfairfax Book of Resolutions.
2. **DURATION:** Administrative Resolutions shall remain in effect indefinitely unless a fixed period is stated in the resolution. The Secretary shall place on the agenda of the Board of Directors consideration of any resolution due to expire forty-five (45) days prior to its expiration.