

CHARLESTOWN OWNERS ASSOCIATION

Section I – Board Responsibilities and Limitations

ADMINISTRATIVE RESOLUTION 2002-02

(Policy Establishing a Book of Resolutions)

WHEREAS, Article X, Section 1 of the By-Laws of Charlestown Owners Association ("Association") charges the Board of Directors ("Board") with the powers and duties required for the administration of the Association; and

WHEREAS, there is the need for the Board to keep a record of the actions and decisions taken in the performance of said duties; and

WHEREAS, it is the intent of the Board to maintain a record of its decisions in addition to the customary book of minutes;

NOW, THEREFORE, BE IT RESOLVED THAT the Board shall create a Book of Resolutions which shall be an orderly and indexed record of the resolutions that are adopted by the Board, specifically policy, administrative, special and general resolutions.

1. Book Format. The Book of Resolutions shall be composed of seven sections. Each section shall be numbered and named as follows:

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| Section I. | Board Responsibilities and Limitations |
| Section II. | Standing Committees |
| Section III. | Assessments |
| Section IV. | Rules and Regulations Governing Owner Conduct/Use of Lots |
| Section V. | Rules and Regulations Governing Common Elements |
| Section VI. | Special Resolutions |
| Section VII. | General Resolutions |

Each Section of the book will be further divided into policy resolutions and administrative resolutions.

2. Responsibility. The Board shall designate the management agent and the Board secretary to be responsible for maintaining the Book of Resolutions. The Board secretary shall keep a current copy of the book in his or her possession with a copy also kept in the management agent's office.
3. Referencing: All resolutions shall be numbered in the following manner: year of enactment, hyphen, and sequential number designating position in order of enactment in that year.

4. Location: All resolutions shall designate at the end of each resolution the section number and name in which it will be filed. This Policy Resolution shall be filed in Section I, Board Responsibilities and Limitations, of the Book of Resolutions.

The effective date of this Resolution shall be May 16, 2002

This Resolution was approved and adopted by the Board on April 16, 2002