

CHARLESTOWN OWNERS ASSOCIATION

Section I – Board Responsibilities and Limitations

ADMINISTRATIVE RESOLUTION NO. 2002-05

(Procedures for Handling of Executive Session Materials)

WHEREAS, Article X, Section 1(b) of the Bylaws of the Charlestown Owners Association ("Association") provides that the Board of Directors shall have the power and duties necessary for the administration of the affairs of the Association and may do such acts and things as are not by law or by the Association's Bylaws, Declaration or Articles of Incorporation directed to be exercised and done by the membership; and

WHEREAS, the Board of Directors believes that it is in the best interests of the Association to establish standard operating procedures for handling Executive Session materials; and

WHEREAS, the Board of Directors believes that returning Executive Session materials to property management will protect each Director from any legal liability in case there is an accidental or intended passing of Executive Session materials to fellow homeowners;

NOW, THEREFORE, BE IT RESOLVED THAT Executive Session handouts/materials will be handed out to Directors at each monthly meeting. It will be returned to the property management representative at the conclusion of each Executive Session. Property Management will provide each Director with their own Executive Session package. If the Director would like to reread any of the Executive Session materials, it will be available during normal hours at the Property Management office in the legal files. These files are only accessible by the Board, COA lawyer and our management company.

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