

**Deerfield Village Property Owners' Association
Administrative Resolution Number One (1)
Creation and Use of Resolutions**

Whereas Article Seven (VII) of the By-Laws for Deerfield Village Property Owners' Association grants the Board of Directors the power to conduct POA business. To effectively exercise that power, a process is needed to administer and document the more detailed aspects of that business. The resolution process is a reasonable way to identify, define, and administer those aspects.

The Board may publish such statements of policy standards, guidelines and/or establish such criteria relative to architectural styles or details, or other matters, as it may consider necessary or appropriate.

Let it be resolved that the Board establishes the resolution process as follows:

1. As appropriate, the Board shall adopt resolutions in one of two forms:
 - a. Policy Resolutions relate to governing the POA, including, but not limited to, actions affecting the members' rights of enjoyment and obligations, and the protection of Association and members equity.
 - b. Administrative Resolutions deal with the POA's operation, including, but not limited to, committee responsibilities, financial procedures, and policy and rules administration.
2. All resolutions shall conform to the following Resolution format:

**Deerfield Village Property Owners' Association
[Type: Policy or Administrative] [Resolution Number]
[Title of the Resolution]**

Whereas (*One of more paragraphs providing the Authority for this resolution.*)

Let it be Resolved that (*One or more paragraphs describing the resolution*)

Date Recorded in the Operations Manual: _____

President, Board of Directors: _____ Date Signed: _____

3. The Board will e-mail a draft resolution to Property Owners' Association members for a two (2) week review and comment period prior to the next scheduled Board meeting. The next meeting date will be set forth in the e-mail.
4. Based on the member(s) input received, the resolution may be revised by the Board and, if appropriate, be re-circulated to the members.

5. Once the resolution is in “final” form, the Board will vote to either approve or disapprove it. Approval requires the two-thirds (2/3) consent of the Board. If approved, the Secretary will maintain the resolution adopted by the POA and copies will be made available to all POA members. If not approved, the Board, in its sole discretion, may continue to revise the resolution, with or without further input from the POA members, until a quorum for approval of the resolution is achieved.
6. Final resolutions will be e-mailed to residents and posted on the Deerfield Village Web Site so that each homeowner has notice and access to the resolution.

Adopted Date: _____

Effective Date: _____

Date Recorded in the Operations Manual: _____

Date Signed: _____

President, Board of Directors:

_____ Approve: Disapprove:

Attest: Members, Board of Directors:

_____ Approve: Disapprove:

_____ Approve: Disapprove:

_____ Approve: Disapprove:

_____ Approve: Disapprove:

_____ Approve: Disapprove:

_____ Approve: Disapprove:

_____ Approve: Disapprove:

_____ Approve: Disapprove: