

**Resolution Process
Administrative Resolution 01**

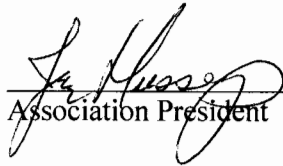
The duly elected Board of Directors of The Woods at Polaris Condominium Association establishes the Resolution Process as follows:

1. As appropriate, the Board shall adopt Resolutions in one of two forms:
ADMINISTRATIVE RESOLUTIONS deal with the Association's operation, including but not limited to, committee responsibilities, financial procedures, and policy and rules administration.
POLICY RESOLUTIONS relate to governing the Association, including but not limited to, actions affecting the members' rights of enjoyment and obligations, and the protection of Association and members' equity.
2. All resolutions shall conform to the format set out on Exhibit A. Each resolution type (i.e., Administrative or Policy) will be sequentially numbered in order of adoption.
3. A Book of Resolutions will be maintained by the association's Secretary or Property Manager, as from time to time designated by the board. The Book of Resolutions shall include a Table of Contents and two (2) main sections; one for Administrative Resolutions and one for Policy Resolutions.
4. After an initial draft of a proposed resolution is created, the association President, Secretary or Property Manager will circulate the "draft" resolution to each Board member for review and comment. Based on the input received, the resolution may be revised and, if appropriate, recirculated for further review.
5. Once the resolution is in a "final" form, the Board of Directors will vote to either approve or disapprove it. If it is approved, the resolution will be enforceable by the Board of Directors within the mandate of its powers and duties.
6. Unless otherwise stated in the resolution, a resolution shall become effective 30-days after its approval by the Board of Directors and remain in effect indefinitely.
7. Any resolution may be altered, modified, or revoked at any time by a resolution of the Board of Directors.
8. In the event of a conflict between a resolution and The Woods at Polaris Declaration and Bylaws those documents shall prevail.
9. Resolutions adopted by the Board of Directors shall be distributed to all unit owners and separately attached to the Minutes of the meeting at which they were adopted.
10. The Policy Resolutions contained in the Book of Resolutions shall supersede and replace all previously existing rules and regulations.

THE WOOD AT POLARIS CONDOMINIUM
ASSOCIATION, INC.

This resolution, Administrative Resolution 01, was adopted at a meeting of the Board held on January 13, 2009 with the directors voting as indicated below:

Director	Yes	No	Abstain	Absent
Joe Hussey	✓	—	—	—
Tom Pritchard	✓	—	—	—
Tara Logan	✓	—	—	—
Pat Davis	✓	—	—	—
Don Cavote	✓	—	—	—
Dick Bollinger	✓	—	—	—



Association President



Association Secretary

Exhibit A

The Woods at Polaris Condominium Association, Inc.	[Title of Resolution] [Type] Resolution [##]			
[Title of Resolution] [Type] Resolution [##]				
The duly elected Board of Directors of The Woods at Polaris Condominium Association establishes the following policy				
[Specifications]				
THE WOOD AT POLARIS CONDOMINIUM ASSOCIATON, INC.				
This resolution, <u> [Type] </u> Resolution [##], was adopted at a meeting of the Board held on <u> [Month/Day] </u> , <u> [Year] </u> with the directors voting as indicated below:				
Director	Yes	No	Abstain	Absent
Joe Hussey	___	___	___	___
Tom Pritchard	___	___	___	___
Tara Logan	___	___	___	___
Pat Davis	___	___	___	___
Don Cavote	___	___	___	___
Dick Bollinger	___	___	___	___
<u> [Signature] </u> Association President	<u> [Signature] </u> Association Secretary			
Page x of y Adopted mm/dd/yyyy				