

**Board Vote By Email
Administrative Resolution 23**

The duly elected Board of Directors of The Woods at Polaris Condominium Association establishes the following policy for directors to vote on an issue via email:

1. Board actions may be taken by unanimous email consent.
2. If an item for board action is best addressed before a board meeting, the following factors will be considered by the Board President before determining whether to ask for an action by email consent:
 - (a) How soon a decision is required.
 - (b) Whether the decision would be better made after further discussion and/or whether alternatives should be considered.
 - (c) Whether all directors have indicated they are unanimously in favor of the action and will be available to return an email consent.
3. If after considering the above factors, the Board President determines it would be best to take the action by email consent, the Board President may have the Property Manager draft the proposed action and email it to all directors at their respective email addresses.
4. Each director shall reply to the email indicating that he or she vote on the action. The email vote must clearly state "I vote YES" or "I vote NO". "Yes, as long as we" is not an effective consent.
5. Upon the Property Manager's receipt and verification of all email consents approving the action, the action is duly approved. All directors must vote YES for an action to be approved. Regardless of whether the action is approved or not, the Property Manager will confirm whether the action has passed or failed by email to all directors upon receipt of all the individual email consents.
6. The Secretary will file all individual email consents with the Association's minute book.
7. The Board will ratify any action taken by email consent at the next Board meeting. The minutes of this meeting will record the ratification.

THE WOODS AT POLARIS CONDOMINIUM
ASSOCIATION

This resolution, Administrative Resolution 23, was revised at a meeting of the Board held on January 11, 2011 with the directors voting as indicated below:

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



Association President



Association Secretary