

**OVERLOOK VILLAGE CONDOMINIUM ASSOCIATION, INC.**

**ADMINISTRATIVE RESOLUTION /6 February, 2006**

**ESTABLISHING A CODE OF CONDUCT FOR COMMITTEE MEMBERS**

WHEREAS, the Board of Trustees is responsible for managing and administering the affairs of the condominium, including promulgating rules and regulations necessary or appropriate for condominium operations; and

WHEREAS, the Board has established and appointed committees to assist the Board in fact finding, policy development and administration of the community, including an ADR committee as required by the Condominium Act and other committees in the Board's discretion; and

WHEREAS, the Board finds that it is appropriate to establish committee operating guidelines that will remain in effect at the discretion of the Board, and which can be changed, modified or eliminated at the discretion of the Board as needs require; and

WHEREAS, the Board shall appoint and remove committee members and committee chairpersons as deemed reasonably necessary; and

WHEREAS, the Board finds that committee members must maintain confidentiality in connection with their activities, deliberations and recommendations in order to protect the privacy of owners and to comply with the role of the Board in setting policy and resolving issues; and

WHEREAS, the Board requires that when committees meet to discuss various activities, a Board Member will be present at such meetings, and the chairperson will record the meeting minutes and submit the minutes to the Board within ten days of the committee meeting; and

WHEREAS, the Board further requires that individual committee members may not take

action on behalf of any committee. Final recommendations to the Board will be based upon the approval of a majority of the committee's members; and

WHEREAS, the Board further determines that any individual committee member may make a minority report to the Board on any recommendation that he/she may disagree with. Such a report must be in writing and submitted to the Board with the final recommendation of the committee; and

WHEREAS, the Board will provide and allow an opportunity for a committee or any of its members to speak to the Board informally or formally at any Board meeting to discuss his/her concerns with the committee. Such requests must be in writing and sent to the Board in advance of any meeting; and

WHEREAS, the Board further determines that only the Board will make final decisions on any matter after consultation with the appropriate committee, any of its members, counsel, or any other person(s) who may have information to aid the Board in its decision making.

NOW THEREFORE, it is hereby resolved that the Rules and Regulations of the Association are hereby amended as follows:

1. Committee members shall conduct themselves in a professional manner at all times during the performance of the committee's activities.
2. Committee members shall treat other members with respect and will provide opportunities for other members to voice their opinion whether it is a majority or minority opinion.
3. Committee members shall treat Owners with respect and will not verbally abuse Owners.
4. Committee members shall not engage in denigrating comments directed at or

relative to the community's activities, toward Owners, the Board, any of the Board's activities and any of the individual Board Members.

5. Any violation of this Resolution shall subject a committee member to immediate removal from the committee by the Board.
6. This Resolution shall be effective upon adoption and shall thereupon be posted in a public place within the community for a period of not less than thirty (30) days.

I certify that the foregoing Resolution was adopted by the Board of Directors of the

Association at a meeting held in accordance with the Bylaws thereof on the 16TH Day of

~~FEBRUARY~~ 2006.

**ATTEST:**



**Ken Heller, Board President**

02/16/06

**Date**