



The Association of Unit Owners of Firelight Meadows Condominiums, Inc.

## BOARD OF DIRECTORS RESOLUTION

**RESOLUTION:** ESTABLISHMENT OF PROCESS FOR RECORDING MEETING DOCUMENTATION

Date of Board Adoption: March 20, 2017 Resolution No.: 2017-03

Effective Date March 20, 2017 Dates Revised: \_\_\_\_\_

### RESOLUTION

**WHEREAS**, Section 8 Paragraph O of the Bylaws of The Association of Unit Owners of Firelight Meadows Condominiums (the “Bylaws”) requires the Board of Directors (the “Board”) to maintain the books and records of The Association of Unit Owners of Firelight Meadows Condominiums, Inc. (the “Association”), and

**WHEREAS**, Section 8 Paragraph U of the Bylaws authorizes the Board to carry out its the duties and responsibilities in all matters as may be authorized, needed, or required by the Declaration;

NOW, THEREFORE BE IT RESOLVED THAT:

1. With the exception of executive sessions, minutes shall be prepared for of all regular and special meetings of the Board and of the Association.
2. The following process shall be followed in meeting minute preparation for board meetings:
  - a. The Secretary shall prepare or cause to be prepared a draft of the meeting minutes.
  - b. The meeting minutes shall be reviewed by the President or Vice President and the Secretary of the Board of Directors.
  - c. The reviewed draft board minutes shall be presented for approval at the next regularly scheduled board meeting where any changes or additions shall be noted.
  - d. All approved board meeting minutes shall be signed and dated by the Secretary.
  - e. All approved board meeting minutes shall be posted to the Association’s website.
  - f. Copies of all board meeting minutes shall be saved or uploaded to the Association’s permanent record retention site or server.
3. The following process shall be followed in meeting minute preparation for annual meetings:
  - a. The Secretary shall prepare or cause to be prepared a draft of the annual meeting minutes.
  - b. The meeting minutes shall be reviewed by the President or Vice President and Secretary of the Board of Directors.
  - c. The reviewed draft annual minutes shall be presented for approval at the next regularly scheduled annual meeting where any changes or additions shall be noted.
  - d. All approved annual meeting minutes shall be signed and dated by the Secretary.
  - e. All approved annual meeting minutes shall be posted to the Association’s website.



**The Association of Unit Owners of Firelight Meadows Condominiums, Inc.**

- f. Copies of all annual meeting minutes shall be saved or uploaded to the Association’s permanent record retention site or server.
4. The following process shall be followed in meeting minute preparation for special meetings:
    - a. The Secretary shall prepare or cause to be prepared a draft of the special meeting minutes.
    - b. The meeting minutes shall be reviewed by the President or Vice President and the Secretary of the Board of Directors.
    - c. Once reviewed, the President or Vice President shall approve the special meeting minutes.
    - d. All approved special meeting minutes shall be signed and dated by the Secretary.
    - e. All approved special meeting minutes shall be posted to the Association’s website.
    - f. Copies of all special meeting minutes shall be saved or uploaded to the Association’s permanent record retention site or server.
  5. The following process shall be followed in the preparation of executive session documentation:
    - a. The Secretary shall prepare or cause to be prepared documentation of the executive session.
    - b. The executive session documentation shall be reviewed by the President or Vice President and the Secretary of the Board of Directors .
    - c. Once reviewed, the President or Vice President shall approve the documentation of the executive session.
    - d. All approved executive session documentation shall be saved or uploaded to the Association’s permanent record retention site or server

**DATED this 20th day of March , 2017**

**BOARD OF DIRECTORS**

**The Association of Unit Owners of Firelight Meadows Condominiums, Inc.**

  
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Karen Roberts, President

March 22, 2017

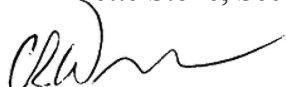
Date

  
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Annette Stone, Secretary

3.23.17

Date

  
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Curt Wilson, Treasurer

20 April 2017

Date