

**WATERGATE AT LANDMARK CONDOMINIUM  
UNIT OWNERS ASSOCIATION**

**POLICY RESOLUTION NO. 3  
ADMINISTRATIVE RESOLUTIONS**

**February 26, 2019**

**WHEREAS**, Article III, Section 2 of the By-Laws assigns the Board of Directors with "all of the powers and duties necessary for the administration of the affairs of the Condominium" and further states that the Board "may do all such acts and things as are not by the Condominium Act or by these By-Laws directed to be exercised and done by the Unit Owners Association"; and

**WHEREAS**, the Board deems it necessary to establish appropriate procedures for adopting and recording Administrative Resolutions of the Board; and

**WHEREAS**, it is the intent of the Board of Directors to institute such rules and procedures;

**NOW THEREFORE, BE IT RESOLVED THAT** the following guidelines for Administrative Resolutions be adopted:

Administrative Resolutions shall be defined as resolutions that address the internal operations of the Association (For example – operating procedures and where the Board meets.).

1. **PROCEDURE FOR ADOPTION:** The proposed Administrative Resolution shall be included in the published Board agenda for the meeting at which it is to be considered. The proposed resolution may be amended and/or adopted by the majority of the Board. If the resolution is adopted, it shall be placed in the Book of Resolutions, and a summary thereof shall be printed in the Association magazine following adoption of such. Additionally, the resolution shall be placed on the Association website, announced on CCTV and distributed via email to all residents and owners.

2. **AMENDMENT:** Administrative Resolutions may be amended by the Board of Directors with the approval of a majority of the Directors.

Book of Minutes \_\_\_\_\_, of the Board Meeting of February 26, 2019

ATTESTED:

  
\_\_\_\_\_  
Vivian Moran, Secretary

  
\_\_\_\_\_  
Eileen Greenberg, Vice President

3/1/19  
\_\_\_\_\_  
Date

2/28/2019  
\_\_\_\_\_  
Date

*Replacing: PR3 Administrative Resolutions August 27, 1996 (Readopted) and approved amendments within GR#817 (February 28, 2006) and Policy Resolution #836 (April 25, 2006)*