



COVES PHASE II

PROPERTY OWNERS ASSOCIATION

www.covestwo.com – covestwo@gmail.com

FILE NUMBER RES 2021-005

Board of Directors Authority and Rules of Order

WHEREAS, Bylaws Article VI Directors and Officers states in Section 6.5, "Duties of President: The President shall serve as a point of contact for the Members regarding all POA matters and shall preside over meetings, as needed. The President shall also carry out all other duties as may be prescribed by the Board. Otherwise, the President may not take any action without the express approval of the Board"; and

WHEREAS, Bylaws Article VI Directors and Officers states in Section 6.6, "Duties of Secretary: The Secretary of the Association shall keep the minutes of the meetings of the members and the Membership and shall keep and make all other records and reports, except for accounting purposes, necessary and proper to the operation of the Association"; and

WHEREAS, Bylaws Article VI Directors and Officers states in Section 6.7, "Duties of Treasurer: The Treasurer of the Association shall keep the books of account of the Association, maintain deposit accounts for the funds of the Association which shall be subject to withdrawal upon the signature of the Treasurer and whose signatures shall be duly certified to the depositories of the Association, and be responsible for the proper reporting to any governmental agency and the membership of the Association for funds received and paid out, including the responsibility to submit a financial report to the members at each regular member's meeting and to the membership at the annual meeting of the membership"; and

WHEREAS, Bylaws Article VI Directors and Officers states in Section 6.8 "Duties of Directors: The business and property of the Association shall be managed by the Board of Directors and shall include, but not be limited to: keeping Association records; prepare budgets; fix, collect and enforce assessments; maintain and manage all Common Properties; pay applicable taxes. All decisions and actions of the Board shall be made by majority vote"; and

WHEREAS, Bylaws Article VI Directors and Officers states in Section 6.9 "Powers of Directors: The Board shall have the powers necessary for the administration of the affairs of the Association and may do all such acts and things, except for those acts or things which are exclusively reserved to the Members, to carry out said administration and to fulfill the obligations of the Association pursuant to the Declaration. These powers shall include, but not be limited to: adopting rules and regulations consistent with the Declaration for the management of the Subdivision; levy, collect and enforce assessments as provided for in the Declaration; sue Owners and others to collect delinquent assessments or cure violations of the covenants and restrictions set forth in the Declaration or other rules or regulations; borrow money and conduct banking



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transactions for the benefit of the Common Properties and the Subdivision; employ managing agents, accountants, and attorneys as needed”, and

WHEREAS, Bylaws Article VI Directors and Officers states in Section 6.10 “Execution of Documents”: The Board shall have the power to designate the agents who shall have the authority to execute any instrument on behalf of the Association”.

NOW THEREFOR, BE IT RESOLVED BY THE BOARD OF DIRECTORS:

Section 1: In meetings of the Board of Directors or the Full POA, the President of the Association shall preside over the meeting as Chair. If the President is absent, the Vice President of the Association shall preside over the meeting as Chair. If the President and Vice President are both absent, the Secretary of the Association shall preside over the meeting as Chair. Three members of the Board are required for quorum for all meetings. Three votes in favor are required for any item to pass in a Board of Directors meeting. During a Full POA meeting of all members, the Chair must break any tie vote.

Section 2: Pursuant to Section 6.8, the Board authorizes the President and Vice President to issue Individual Assessments for violations of Bylaws or Covenants not addressed in other Resolutions, Bylaws, or Covenants, in the amount not to exceed \$100. The Board may authorize higher amounts if necessary. These assessments may be appealed to the full Board of Directors within 10 days in writing by the Owner which received said assessment to the Secretary.

Section 3: Individual Assessments shall be due within 30 days and must be paid to the Treasurer. Failure to pay individual assessments shall result in late fees of \$25 per month beyond the date which the payment is due.

Section 4: Any and all dues equal to or exceeding \$500 may be filed as a lien pursuant to “Section 3. Assessments” of the Covenants.

Section 5: The Board designates the President, or the Treasurer when directed by the President, to act as the agents who shall have the authority to execute any instrument on behalf of the association.

PASSED and APPROVED on 07/10/2021

APPROVED:

Kristifier Paxton, President

ATTEST:

Denise Corbin, Secretary