

**BOARD OF DIRECTOR'S RESOLUTION**

**PERTAINING TO *CREATION OF BOARD MEETING AGENDAS* FOR THE XYZ  
COMMUNITY ASSOCIATION**

**AUTHORITY AND PURPOSE FOR THE RESOLUTION:**

**WHEREAS**, the XYZ Community Association is a Nevada Corporation duly organized and existing under the laws of the State of Nevada; and CC&R Article \_\_, Section \_\_\_\_, gives the Board rule making authority; and

**WHEREAS**, NRS 116.3108 and NRS 116.31083 each have specific provisions regarding the agenda for meetings of the board, what it must contain and what notice must be given to the owners; and

**WHEREAS**, the XYZ Community Association Board of Directors feels it is important that a consistent standard is set for the creation of the agenda for director meetings and that it is clear on how directors can get items placed on the agenda; and

**WHEREAS**, the Board of Directors wish to comply with all current Nevada laws surrounding the creation of, content of and noticing requirements of their agenda.

**NOW THEREFORE, BE IT RESOLVED:**

The following process will be used for the creation of and the distribution of the agendas for board of directors meetings and owners meetings.

- 1) The President of the XYZ Community Association shall work with the Community Manager during the interim periods between director meetings to place items on the agenda for each board of directors meeting.
- 2) Directors wishing to get items on the agenda shall notify the community manager 5 days prior to the meeting of their request to have items included on the agenda for consideration.
- 3) Each agenda item will be specific enough to clearly denote what action may be taken at the meeting.
- 4) The Community Manager shall send the final draft agenda to the President of the association for his or her final approval to set the agenda before it is released to the owners, but a majority of the board may override the President's decision to decline to include any item(s) presented for consideration, if necessary.
- 5) Any item that has been previously placed on the agenda and discussed, but failed to pass by a majority vote of the board at two meetings, will not be placed on the agenda again, unless a majority of the directors at a meeting agree that they are willing to hear the question again at the next meeting.
- 6) If an item is considered to be an emergency as defined in NRS 116.3108 or NRS 116.31083 and must be considered at a meeting where it was not noticed or made available to the owners, the Community Manager and/or the President will be prepared to document why the action was considered an emergency for inclusion in the minutes.
- 7) If an owner has requested that an item be placed on the agenda pursuant to, NRS 116.31087 or any revisions thereof, such item will be placed on the agenda.

If Nevada law changes and becomes effective before this resolution can be changed, the law takes precedence over this resolution to the extent of any conflicts.

This resolution is adopted in resolution format at the \_\_\_\_\_2011, Board of Directors Meeting.

BY: \_\_\_\_\_  
President

ATTESTED: \_\_\_\_\_  
Secretary