

# **Summerfield Homeowners Association**

## **POLICY RESOLUTION NUMBER 004**

### **Defining Electronic Decision Parameters**

**WHEREAS**, Article IV Section 9 of the Bylaws of Summerfield Homeowners Association (“Bylaws”) states the Board of Directors (“Board”) can take actions without a meeting if a consent setting forth the action is in writing and is signed by all of the directors entitled to vote with respect to the subject matter thereof;

**WHEREAS**, the Board of Directors wishes to make decisions via electronic communications.

**WHEREAS**, the Board of Directors wishes to establish the criteria by which certain decisions can be made electronically.

**WHEREAS**, the Board of Directors wishes to ensure electronic decisions are documented in Board meeting minutes.

#### **NOW, THEREFORE, BE IT RESOLVED THAT:**

1. Valid electronic communications used to make final decisions will include electronic mail (“e-mail”) and Short Message Service (“SMS”) messages, e.g. text messages that can be forwarded to summerfieldsubhoa@gmail.com, and will exclude any e-communications that cannot viewed, read, or otherwise processed by all members of the Board.
2. The following criteria will be the parameters by which decisions outside Board meetings can be made:
  - a. The final decision must be approved by a simple majority of the Board;
  - b. If the final decision involves cost, the expense must be tied to an established budget account.
3. Electronic final decisions [decisions made outside of a Board meeting], and respective background information to include discussion, facts, activities, etc. related to the final decision, must be documented in the next Board meeting minutes subsequent to the final decision.

# Summerfield Homeowners Association

## RESOLUTION ACTION RECORD

Resolution: **Defining Electronic Decision Parameters No. 004**

Pertaining to: **Article IV Section 9 of the Summerfield Homeowners Association Bylaws**

Duly adopted at a meeting of the Board of Directors held: **March 25, 2014**

Motion by: **Allen Mair**                      Seconded by: **Kyle Peck**

	VOTE:			
	YES	NO	ABSTAIN	ABSENT
_____ President – Sheryl Bishop	_____	_____	_____	_____
_____ Vice President – Allen Mair	_____	_____	_____	_____
_____ Treasurer – Kyle Peck	_____	_____	_____	_____
_____ Secretary – Jerry Shelton	_____	_____	_____	_____
_____ Director – Eric Jurgensen	_____	_____	_____	_____
_____ Director – Miriam Thompson	_____	_____	_____	_____

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

FILE:

[www.summerfieldsubhoa.org](http://www.summerfieldsubhoa.org)

Resolution effective date: **March 26, 2014**