

Format and Approval of Board Meeting Minutes

BE IT RESOLVED THAT

Effective May 15, 2014 the Resolution entitled "Format of Board Meeting Minutes", Effective April 19, 2012, is amended to be entitled "Format and Approval of Board Meeting Minutes and the third paragraph is added.

The board of directors of the Forrest Lake Townhouse Association, Inc. is subject to this resolution. For the purpose of this resolution, the term "Board" means the board of directors of the Forrest Lake Townhouses Association, Inc. and the term "Association" mean the Forrest Lake Townhouse Association, Inc.

The members of the Board shall submit at each meeting of the Board a written report of their activities since the last meeting of the Board and those reports shall be indicated as attachments within the minutes and recorded with the actual minutes in the appropriate folder in the Association office. Additionally the minutes will reflect the actions taken by the Board and action items assigned to individual Board members. This resolution may be amended at any time.

The minutes will be prepared by the Secretary of the Board and distributed to the Board via an electronic method within one week of each Board meeting for their review and approval. This will allow for the minutes of each Board meeting to be approved and therefore posted on the mail room bulletin board(s) in a more timely fashion.

Date: May 15, 2014

Directors:

Oliver J. Salerno

Barbara J. Scott

Carrie Boyd

Jan D. E. Deich
