

Reflection Home Association, Inc.
Administrative Resolution 2000-2
Responsibilities and Limitations of Legal Liaison

WHEREAS, Article VII, Section 1 of the By-Laws of the Reflection Homes Association (Association) charges the Board of Directors (Board) with the powers and duties of administration of the Association; and

WHEREAS, the Board recognizes that at times it needs more direct consultation with legal advisors in order to promote accurate and efficient use of legal advice; and

WHEREAS, the Board wants to avoid multiple contacts with legal advisors by multiple Board members when questions need to be addressed to legal advisors;

NOW THEREFORE BE IT RESOLVED THAT the Board will appoint the management agent and one Board member to be Legal Liaisons who shall conduct all communications with the Associations legal advisors.

I. APPOINTMENT AND TERM

Each October the Board shall appoint by majority vote of the Board, the management agent and one Board member to act as Legal Liaisons to the Board-appointed legal advisors, and shall advise such legal advisors to deal exclusively with the appointed Legal Liaisons or, in an emergency, with the President of the Board. The term of the Legal Liaison will begin on November 1 of each year and expire on October 31 of the following year.

The Board may at any time, with or without cause, remove either the management agent and/or the Board member as Legal Liaisons.

II. FUNCTIONS AND RESPONSIBILITIES

The Legal Liaison has a responsibility to obtain answers to questions posed by the Board in regards to legal actions undertaken by the Board against, or dealing with, any person or entity. The Legal Liaison also has a responsibility to acquire legally-related information needed by the Board in order to render prudent, informed decisions regarding Association business.

Where time and circumstances reasonably allows, the Legal Liaisons are required to check with each other prior to any contacts with legal advisors to ascertain that the calls are not redundant.

The Board member appointed as legal liaison may request a conference call that includes both Legal Liaisons and/or any other Board member with legal advisors.

Any Board member may request to be party to any call to the legal advisors.

Consultations to legal advisors are to receive prior Board approval, except in cases where the call constitutes a continuation of prior consultations on the same subject, or in emergencies.

An emergency, as used herein, shall be defined as an unexpected occurrence requiring direct involvement of legal advisors in a dispute, and must be undertaken within 48 hours of such an occurrence and during a period when the President of the Board has been unable to consult directly with the appointed Legal Liaisons.

In the event the Board member serving as Legal Liaison must call legal advisors without prior approval, that Board member shall send to all Board members and the management agent a written memo that includes the content of the discussion and legal advice. This memo must be sent within 48 hours of the call and may be sent by fax, e-mail, hand delivered, or by U.S. mail.

The Board may at their discretion require the management agent to provide the same documentation of calls to legal advisors.

The Board member appointed as Legal Liaison shall keep copies of all memos regarding conversations with legal advisors, and any or all correspondence with the attorney and upon expiration of his term pass these on to the next duly appointed Legal Liaison. The management agent shall also maintain a copy of these memos in the management offices as will the President of the Board.

This compilation of memos will be deemed the property of the Board of the Association and not the personal property of any Legal Liaison or Board member.

Location: This Administrative Resolution shall be filed in Section I, Board Responsibilities and Limitations, of the Book of Resolutions.

The effective date of this resolution is **October 10, 2000**.