

WELLINGTON COMMONS HOMEOWNERS ASSOCIATION, INC

Resolution 2008 – 13A: Board Liaison

PREAMBLE

WHEREAS, Article VII, Section 1 (Powers) and Section 2 (Duties) of the Bylaws of the Association provides that the Association Board of Directors (hereafter the “Board”), shall have all of the powers and duties necessary for the administration of the affairs of the Association and the Board is authorized to take any and all actions that are not by the Virginia Property Owners Association Act (hereafter the “Act”) or the Association instruments required to be taken by the Association;

WHEREAS, Article VII, Section 1 (c) of the Bylaws gives the Board the power to exercise for the Association all powers, duties, and authority vested in the or designated to the Association and not reserved to the membership by other provisions of the Bylaws, the Articles of Incorporation, or the Declaration; and

WHEREAS, From time to time, the Board of Directors may require the assistance of an Association member to act as a liaison between the Board of Directors and another group or entity.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors adopts the following *Board Liaison Charter*.

ARTICLE I

NAME

The position established by this charter is Board Liaison.

ARTICLE II

PURPOSE

A *Board Liaison* assists the Board of Directors in their responsibility to efficiently and effectively administer and manage the affairs of the Association regarding issues of importance. The liaison gathers information on issues relevant to the administration of the Association and reports that information to the Board of Directors.

ARTICLE III

BOARD LIAISON

The Board Liaison is one (1) member appointed, at the discretion of the Board of Directors, to address a specific topic or concern.

ARTICLE IV

TERM LIMITS

The Board Liaison shall serve a term not to exceed six (6) months. This being determined adequate time to resolve an issue and to make recommendations to the Board of Directors. The Board of Directors may dissolve the Board Liaison position at any time and for any reason. The Board may extend the term of the Board Liaison, if circumstances warrant.

ARTICLE V

MEETINGS

The Board Liaison may neither organize nor conduct meetings unless the Board of Directors determines that a requirement exists in order to support fact-finding.

ARTICLE VI

RESPONSIBILITIES

The Board Liaison is responsible to the Board of Directors for:

- Any and all actions necessary to respond to the needs of the Board of Directors regarding the issue for which appointed;
- Providing the Board of Directors with reports as required;

- Assisting the Board of Directors in developing specific policy or procedures regarding the issue for which appointed;
- Attending meetings of the Board of Directors when required.

CONFLICTS OF INTEREST

The Board Liaison shall refrain from actual or perceived conflicts of interest while acting for the Board of Directors.

ARTICLE VII

RULES AND RULE ENFORCEMENT

The Board Liaison has no authority to make rules or to enforce rules relating to the issue for which appointed.

ARTICLE VII

COMMUNICATION

The Board Liaison reports directly to President of the Board of Directors. The Board Liaison is encouraged to communicate homeowners and others outside of the Association on matters relating to the issue for which appointed. The Board Liaison shall not direct the management agent to take any action unless so authorized by the Board of Directors.

ARTICLE VIII

RECORDS

The Board Liaison shall maintain records of all actions. The record of actions shall include pertinent information (i.e., the time and date, and the action taken).

ARTICLE XIII
CONSTRUCTION

Section 13.0 Section Explanation. This section addresses the implementation of this resolution by the Board and severability, omissions, and conformity.

Section 13.1 Implementation. The Board of Directors may determine the specific manner in which the provisions of this resolution are implemented, provided that due process is protected.

Section 13.2 Severability and Omissions and Conformity. Any inadvertent omission or failure to conduct Association business in exact conformity with this resolution shall not invalidate the business, so long as a prudent and reasonable attempt is made to assure due process according to the general steps set forth in this resolution. Where these guidelines conflict with state law, the Declarations of Covenants, Conditions, and Restrictions, or the Bylaws, those documents take precedents.

This policy is effective on the date of its adoption.

Adopted this _____ day of _____, 2008

_____ ATTEST _____

President

Secretary

WELLINGTON COMMONS HOMEOWNERS ASSOCIATION, INC.

RESOLUTION ACTION RECORD

Resolution Type: Administrative Policy **No.** 2008-13A

Subject: Board Liaison Charter

Duly adopted at a meeting of the Board of Directors held on _____, 2008.

Motion by: _____ **Seconded by:** _____

	VOTE:			
	YES	NO	ABSTAIN	ABSENT
_____ President	_____	_____	_____	_____
_____ Vice President	_____	_____	_____	_____
_____ Secretary	_____	_____	_____	_____
_____ Treasurer	_____	_____	_____	_____
_____ Member at Large	_____	_____	_____	_____

ATTEST: _____
Secretary

Date