

*Although we believe the following to be a true and faithful rendering of the Resolutions of the Heritage Harbour Community Association, Inc., in the case of any conflict, the copy recorded in the Homeowners Depository of the Circuit Court of Anne Arundel County shall prevail.*

## **HERITAGE HARBOUR COMMUNITY ASSOCIATION, INC.**

### **POLICY RESOLUTION NO. 1**

#### **BOOK OF RESOLUTIONS**

1. Book Format. The Book of Resolutions shall be composed of two sections, Policy Resolutions and Administrative Resolutions; such resolutions shall be arranged in each section in order of their adoption. These resolutions shall be classified as follows:
  - a. “Policy Resolutions” shall mean and refer to resolutions adopted by the Board of Directors that specifically relate to the long-term governance of the Association, including, but not necessarily limited to, action affecting Members’ property rights, action affecting Members’ obligations, and protection of the equity of the Association and Members. All Policy Resolutions shall be recorded as Part One of the Book of Resolutions of the Association.
  - b. “Administrative Resolutions” shall mean and refer to those resolutions adopted by the Board which relate to the internal operation of the Association, including, but not necessarily limited to, committee terms of reference, single task actions and other general matters which do not deal with policy. All Administrative Resolutions shall be recorded as Part Two of the Book of Resolutions.
2. Definitions. This Book of Resolutions shall incorporate by reference all definitions contained in the Declaration and By-Laws.
3. Format of Resolutions. The format of resolutions shall conform to the format set out on the attached Exhibit A.
4. Responsibility. The Association’s secretary, management agent, or legal counsel, as from time to time designated by the Board, shall be responsible for maintaining the Book of Resolutions.
5. Inspection. The book of Resolutions shall be made available for inspection by any Member upon request, during normal business hours and after reasonable notice.
6. Conflicts. In the event of conflict, the provisions of the Declaration, Articles of Incorporation, By-Laws, and the Agreement between Heritage Harbour Corporation and certain owners, dated March 24, 1977, shall prevail over the Book of Resolutions.
7. Severability. The invalidity of any portion of the Book of Resolutions shall not impair or affect in any manner the validity, enforcement, or effect of the balance of the Book of Resolutions.
8. Applicability. Whenever in this Book of Resolutions reference is made to “Member” or “Members”, such term shall apply to the owner of any Lot or Unit, to his/her family, tenants in

residence, servants, employees, agents, visitors, and to any guest, invitees or licensees of such owner. Whenever in this Book of Resolutions reference is made to the Association, such reference shall include the Board of Directors where such authority is so vested and the Association's Management Agent where such authority is delegated by the Association to the managing agent.

9. Compliance. All Members shall comply with the provisions of the Book of Resolutions.

10. Enforcement. The Association shall have the right to enforce, by any proceeding set forth herein, in the Declaration, the By-Laws, or at law or in equity, all provisions of the Book of Resolutions. Failure by the Association to enforce any of the provisions of this Book of Resolutions shall in no event be deemed a waiver of the right to do so thereafter. A waiver of such rights shall be effective only pursuant to an instrument in writing signed by the party to be charged with such waiver and shall be limited to the particular provision contained herein which is expressly set forth as being waived.

11. Violation and Nuisance.

a. Every act or omission whereby any provision of this Book of Resolutions is violated in whole or in part is hereby declared to be a nuisance and may be enjoined or abated, whether or not the relief sought is for negative or affirmative action by the Association or any Member.

b. All Members must observe and abide by all rules and regulations adopted by the Board of Directors as well as those posted by local authorities. Members who fail to abide by such rules and regulations are subject to all other enforcement provisions of the Book of Resolutions and the Declaration and By-Laws.

12. Remedies Cumulative. Each remedy set forth in this Book of Resolutions shall be in addition to all other remedies whether available at law or in equity, and all such remedies, whether or not set forth in this Book of Resolutions, shall be cumulative and not exclusive.

13. Reference of Pronouns. All pronouns and any variations thereof shall be deemed to refer to masculine, feminine, neuter, singular and plural as the identity of a person or persons or entities may require.

14. Method of Adoption. All resolutions shall contain an indication of whether they were adopted at a regular or special meeting of the Board of Directors, as well as the date of adoption.

15. Amendment. The Association or the Board of Directors reserves the right to alter, amend, modify, repeal, or revoke any provisions set forth in this Book of Resolutions at any time by resolution of a majority of the total votes of the Association or the Board of Directors.