

**TAHOE DONNER ASSOCIATION
BOARD OF DIRECTORS**

ADMINISTRATIVE RESOLUTION 2010-3

BOARD OF DIRECTOR MEETING MINUTES GUIDELINES

WHEREAS, once approved by the Board of Directors, the written minutes of Board meetings constitute the official record of that meeting and of the actions taken by the Board at that meeting; and

WHEREAS, in order to avoid potential defamation claims or evidence for other claims against Boards and Associations, the "Davis Sterling Common Interest Development Act" provides specific guidelines for the recording of the minutes of Board of Directors meeting minutes; and

WHEREAS, the Board of Directors desires to provide the membership with accurate and timely meeting minutes;

NOW, THEREFORE, BE IT RESOLVED, it shall be the policy of the Association to conform to the guidelines set forth by the "Davis Sterling Common Interest Development Act" in regards to recording the Association's Board of Directors meeting minutes. Further, the Board adopts the following timeline for the distribution and posting of meeting minutes:

Meeting minutes should include:

1. The type of meeting (**regular, special, emergency, executive session**);
2. Date, time and location of meeting;
3. Directors who were present and who were absent, along with their titles (**President, Treasurer, etc.**). The minutes should also list Staff members present and any guests who were invited to speak to the board;
4. Motions and the outcome of votes (**Motions should include the rationale for the Board's decisions**);

5. General description of matters discussed in Executive Session;
6. Date for the next meeting; and
7. Time the meeting was adjourned

Meeting minutes should not include:


1. Member comments;
2. Lengthy discussions and conversations by directors and attendees. (Rather than conversation, the minutes should reflect decisions and the reasons for those decisions)

Timeline for the distribution and posting of Board meeting minutes:

1. The Recording Secretary shall complete the draft minutes within ten (10) business days;
2. The draft minutes will then be distributed to the Board and they will have five (5) business days to review the draft minutes and respond with any corrections;
3. The draft minutes will be posted on the Association's Web site and at Northwoods Clubhouse on the 16th business day after the Board meeting.

ACCEPTED AND DATED: May 15, 2010


Suzan Knisley, President


Don Berryman, Secretary


Robert Burks, Director


Ron Wulff, Vice President


John Dundas, Treasurer