

STONEWOOD TOWERS PROCEDURE NO. 1

Subject: Establishment of Stonewood Towers Procedures

Background-

The Stonewood Towers Condominium Association Board of Directors actions are governed by Florida Statute, Stonewood Towers Condominium Association Document, Stonewood Towers Condominium Association House Rules and Board of Directors action.

The Stonewood Towers Condominium Association Document is comprised of three parts

1. Declaration of Condominium of Stonewood Towers, a Condominium.
2. Articles of Incorporation of Stonewood Towers Condominium, Inc.
3. Bylaws of Stonewood Towers Condominium Association.

The above three policy documents contain within themselves instructions for their amendment.

Purpose-

Stonewood Towers Procedures are hereby established as an administrative tool for use by the Board of Directors in carrying out their responsibilities as established by the above enumerated Policy documents. Stonewood Towers Procedures will be used by the Board of Directors to provide administrative continuity between Boards, guidance to all Committees established by the Board of Directors and instruction and guidance for the administration of Condominium employees.

Procedure-

1. The Policy and Procedures Committee appointed by the Board of Directors shall develop such Procedures on subjects deemed appropriate by the Committee and/or as designated by the Board of Directors and submit same to the Board of Directors for approval.
2. The Board of Directors shall by affirmative majority vote in called meeting approve as deemed appropriate those Procedures submitted by the Policy and Procedure Committee.
3. The Condominium Administrative Office shall maintain a Master File of all approved Procedures and assign an appropriate number to Procedures when approved. This Master File of Procedures shall be made available to any resident upon request. Finally, the Administrative Office shall post all approved Procedures on the Official Bulletin Board for a period of ten days after approval date.
4. The Manager shall ensure that all new tenants (Owner or Lessees) are briefed on all policies established in the Stonewood Documents, House Rules, as published by the Stonewood Towers Condominium Association, and Procedures published in accordance with this Procedure. A signed statement to this effect should be obtained and filed in the Condominium Administrative Office.
5. Stonewood Towers Procedures may be changed or canceled by following the procedure enumerated in paragraph 2 above for approval.

FOR THE BOARD OF ADMINISTRATION
Gary Boebel, Secretary