

**ROLLING HILLS CONDOMINIUM OWNERS ASSOCIATION
ADMINISTRATIVE RESOLUTION NUMBER _____**

**RELATING TO THE OPEN MEETINGS
OF THE BOARD OF TRUSTEES**

WHEREAS, the Governing Documents empower the Board of Trustees with all duties necessary for the proper conduct and administration of the affairs of the Association and the operation and maintenance of the Development and to do or cause to be done all such other lawful acts and things as are not by law, or by the Governing Documents directed or required to be done or exercised by members of the Association or Unit Owners, or by others; and

WHEREAS, N.J.S.A. 46:8B-1 et seq; known as the Condominium Act, has been amended to include N.J.S.A. 46:8B-13, known as the Condominium Open Board Meetings Act,

NOW, THEREFORE,

Pursuant to N.J.S.A. 46:8B-13; the Board of Trustees hereby adopts the following resolution concerning open meetings of the Board of Trustees:

1. Open Meetings. All meetings of the Board shall be open to attendance by all unit owners except work sessions at which no binding votes shall be taken. Attendance at the meeting shall not entitle those unit owners present to participate in the Board meeting. However, the Board may, but need not, designate a portion of the meeting for questions and answers limited to those subjects discussed at the meeting. The Board may also limit the time to be allowed for the question and answer within the overall time limit for the question and answer period.

2. Restrictions on Open Meetings. Notwithstanding the requirements of Paragraph 1, the Board may exclude or restrict attendance at those meetings or portions of meetings dealing with the following subjects:
 - a. Any matter the disclosure of which would constitute an unwarranted invasion of individual privacy;
 - b. Any pending or anticipated litigation or contract negotiation;
 - c. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer; or
 - d. Any matter involving the employment, promotion, discipline or dismissal of a specific employee of the association.
3. Minutes of Open Meetings. At each meeting required to be open to all unit owners, minutes of the meeting shall be taken and a copy of those minutes shall be made available to all owners by posting them on the official bulletin board located at the association recycling station before the next open meeting. The minutes shall contain the time and place of the meeting, the members present, the subjects considered, actions taken and vote of each member. The minutes shall also contain any other information required by the association By-laws. Copies of minutes will be supplied to association members requesting copies upon payment of reasonable copying costs as may be established by the Board.
4. Minutes of Work Sessions. Minutes of work sessions shall be separately kept in a minute book designated for that purpose. These minutes shall not be made available to anyone other than Board members, management, the association attorney, and such other individuals as the Board may designate from time to time. Nothing considered at work sessions shall be discussed outside of such session except among those who were in attendance or entitled to receive minutes.
5. Notice Requirements
 - a. Adequate notice of any open meeting shall be given to all unit owners.
 - b. Adequate notice means written advance notice of at least 48 hours giving the date, time, location, and to the extent known, the agenda of any regular, special or rescheduled meeting. Such notice shall state whether or not formal action may be taken.

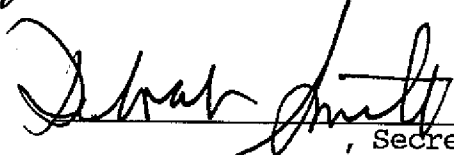
- c. The written notice shall be: (i) prominently posted in the official bulletin board located at the association recycling station; (ii) mailed to the following two newspapers, _____ and _____; and (iii) filed with the Association secretary or administrative officer responsible for administering the association's business office.
- d. At least once each year, within seven days following the annual meeting, a list of open meetings for the coming year shall be posted on the official bulletin board. This list shall be updated from time to time to reflect changes that may be made in the information contained in the list.
6. Emergency Meetings. In the event that the Board must meet to deal with such matters of urgency and importance that delay for the purpose of providing 48 hours advance notice would result in substantial harm to the interest of the association, the notice shall be deemed adequate if it is provided as soon as possible following the calling of the meeting. If the emergent circumstances so require, the meeting may be held by means of a conference telephone call or any other means of communication by which all persons participating in the meeting are able to hear each other pursuant to N.J.S.A. 15A:6-10.

CERTIFICATION

I hereby certify that the foregoing was duly adopted at a regular meeting of the Board of Trustees of Rolling Hills Condominium Association, Inc. held on 11/9/91, 1991.

Dated

11/9/91

, Secretary

ROLLING HILLS CONDOMINIUM OWNERS ASSOCIATION

POLICY RESOLUTION NUMBER _____

SYSTEM OF FINES

WHEREAS, Article V, Section 1 of the By-Laws states in pertinent part that "the Affairs of the Association shall be governed by a Board of Trustees"; and

WHEREAS, Article V, Section 10 of the By-Laws states in pertinent part that "the Board of Trustees shall have and exercise all lawful powers and duties necessary for the proper conduct and administration of the Association and the operation and maintenance of a residential Condominium project and may do or cause to be done all such other lawful acts and things as are not by law, by these By-Laws or otherwise, directed or required to be done or exercised by members of the Association or owners of units, or by others"; and

WHEREAS, the By-Laws requires each member to comply strictly with the By-Laws and the administrative rules and regulation adopted pursuant thereto as either may be amended lawfully from time to time;

WHEREAS, the Board of Trustees deems it necessary to implement a fine to aid and supplement the enforcement of the rules and regulations of the Association; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees, by a vote of a majority of its members, hereby imposes a fine of

\$10.00 per day for any violation of the Association's administrative rules and regulations as the same may be from time to time amended, provided that:

A. This system of fines shall be applied in all those instances where the Governing Documents and the Board of Trustees have not already established a fine.

B. The Board may assess fines beginning the day after the unit owner has been served with a notice of violation until the violation is abated.

C. Violations of the rules and regulations, By-Laws or Master Deed may in the discretion of the Board of Trustees be treated as separate violations for each day the conduct continues until the conduct is abated.

D. The unit owner may be fined in an amount not greater than \$1,000.00 for each violation.

CERTIFICATION

I hereby certify that the foregoing was duly adopted at a regular meeting of the Board of Trustees of Rolling Hills Condominium Owners Association held on February 10 1992.

ELIZABETH A. HANSEN

ELIZABETH A. HANSEN, President

ATTEST:

Deborah Smith

DEBORAH SMITH, Secretary