

Discussion Item

**Board/Staff Communications
Update – General Manager**

DRAFT FOR CLIENT REVIEW ONLY

**PARKFAIRFAX CONDOMINIUM
UNIT OWNERS ASSOCIATION**

Resolution #____-2022

BOARD-STAFF RELATIONSHIP AND CONDUCT

WHEREAS, the Board of Directors is responsible for the administration and operation of the Association consistent with the Condominium Instruments of the Parkfairfax Condominium Unit Owners Association (“Association”); and

WHEREAS, Section III, Section 2 of the Bylaws of the Association, as amended, provides the Board of Directors with all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association and may do all such acts and things as are not by the Condominium Act, the Declaration or by these Bylaws required to be exercised and done by the Unit Owners Association; and

WHEREAS, Section III., Section 2 (c.) of the Association’s Bylaws, as amended, provides that the Board of Directors shall provide for the operation, care, upkeep and maintenance of all of the Property and services of the Condominium.; and

WHEREAS, the Association’s Board of Directors wishes to reaffirm that the General Manager is an professional employed by the Association to assist the Board in carrying out those responsibilities, duties, and obligations as are set forth in the Association’s Condominium Instruments; and

WHEREAS, the Association’s Board of Directors desires to promote and contribute to the effective and coordinated administration of and communications within the Association.

NOW, THEREFORE, BE IT RESOLVED, that the Association has hired the General Manager to implement Board policy through the resources available to the General Manager through the Association and to oversee the administration and operation of the Association, including its employees and staff, pursuant to the terms and conditions of an Employment Agreement approved by the Board of Directors and agreed to by the General Manager.

BE IT FURTHER RESOLVED, that in order to promote the effective and efficient administration and operation of the Association the General Manager shall be responsible to and report to the Board of Directors through the President and that the Board of Directors and the individual Directors, between meetings of the Board of Directors, shall deal only through the President or the General Manager on matters concerning the Association, unless otherwise specifically directed by the General Manager to such other senior staff as the General Manager may designate.

BE IT FURTHER RESOLVED, that in order to promote the effective and efficient administration and operation of the Association and to minimize any adverse impact on the Association staff, the Board of Directors and the individual Directors and Officers may request general routine administrative information and assistance only from or through the

General Manager, unless otherwise expressly directed by the General Manager to such other senior staff as the General Manager may expressly designate.

BE IT FURTHER RESOLVED, that, if, in the opinion of the General Manager, information or requests for assistance, including any request which might require staff to generate and produce reports, opinions and/or analyses, that go beyond “general the routine administrative”, such requests shall be forwarded for action to the full Board of Directors during their next Regular meeting

BE IT FURTHER RESOLVED, that while the Association’s Legal Counsel reports directly to the Board of Directors and the President, that the General Manager, as necessary and appropriate may request opinions and analyses from the Association’s Legal Counsel.

ATTEST: Resolution was adopted at a Regular Meeting of the Association’s Board of Directors held on _____, 2022.

Secretary