



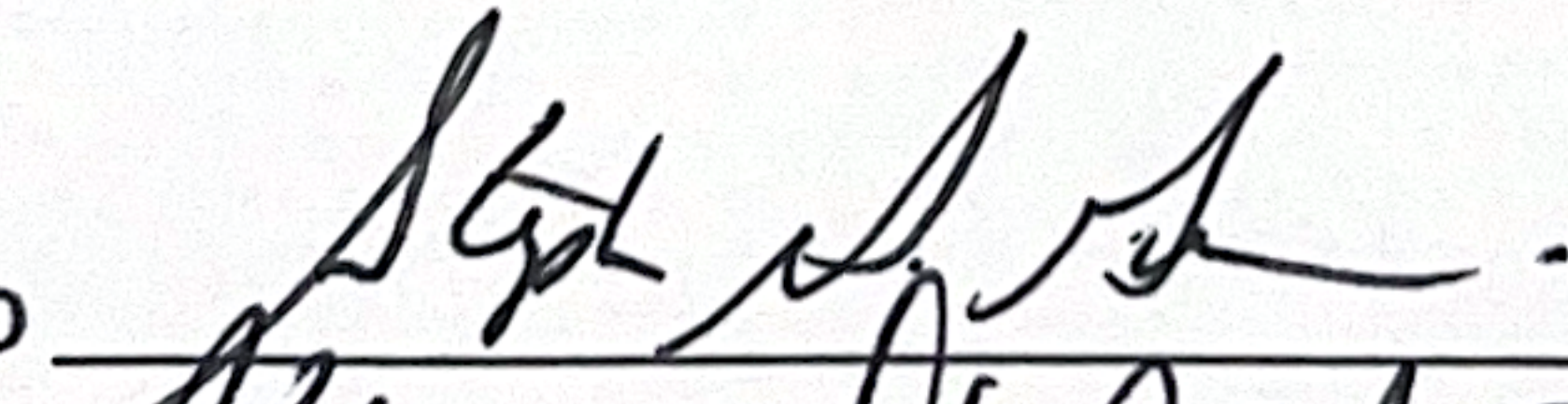
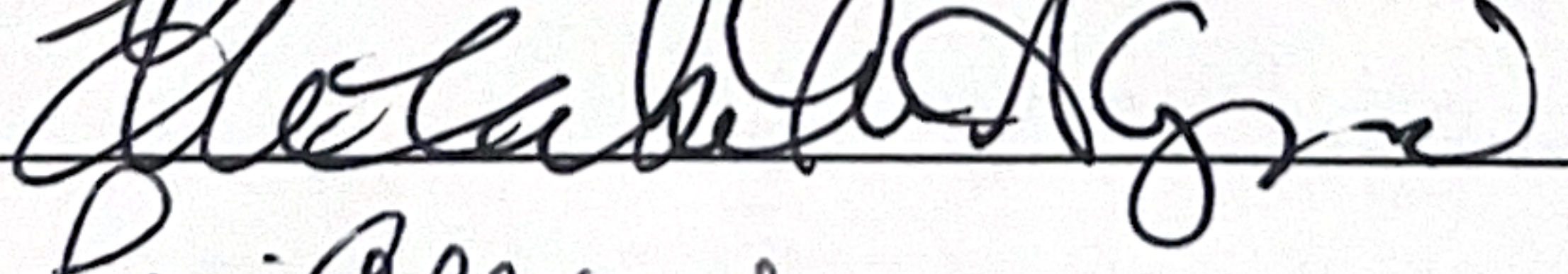
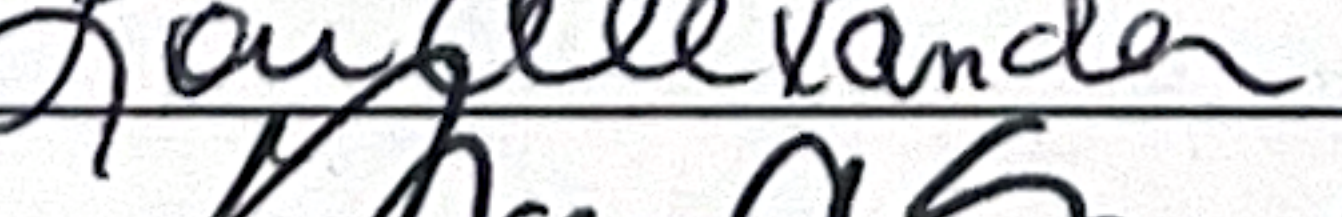
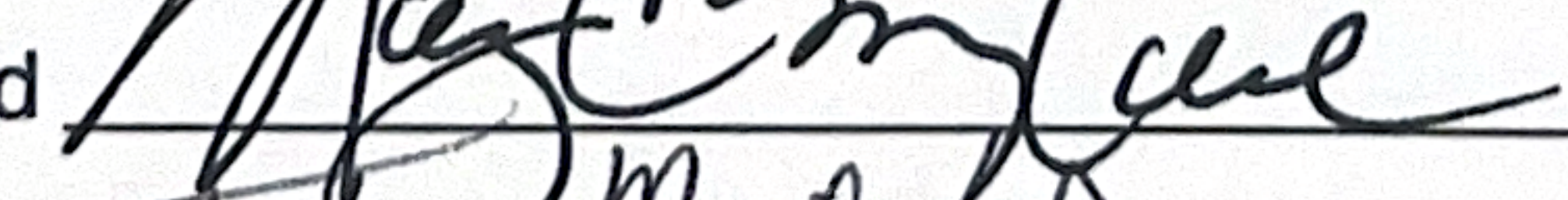
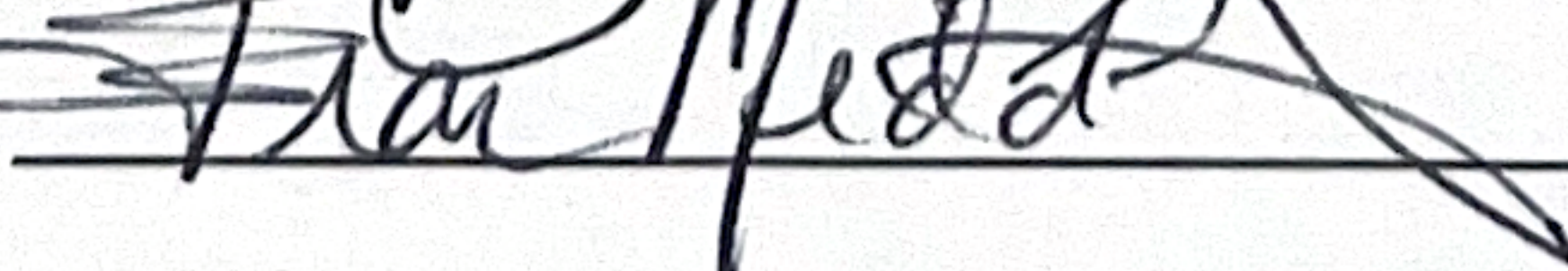
The Enclave Board Transition Policy

In accordance with the Enclave By-Laws and amendments, the incumbent director/s, in the event of losing an election or resigning, will give to the Election Committee chairperson:

- 1) Keys and electronic devices owned by the Enclave HOA, including but not limited to, laptops, computers, iPads, tablet, etc. Within 24 hours of the directors last day of service. Usually December 31, following the annual meeting and election unless in the case of resignation.
- 2) Write down the password to Enclave email and other electronic devices, in a sealed envelope and initial on the seal, within 24 hours.
- 3) Within 5 days, turn over all Enclave related files, financial ledgers and workshop/meeting minutes.

The exiting Director will meet with the incoming Director for no less than 2 hours on or before January 15 following annual meeting and election or within 15 days (about 2 weeks) of resignation at a mutually agreeable time.

Signed:

| | | | |
|-----------------|--|------|---------|
| Stephen Guarino |  | Date | 1-30-25 |
| Elizabeth Copic |  | Date | 1-30-25 |
| Lori Alexander |  | Date | 1-30-25 |
| Nancy Muenzfeld |  | Date | 1/30/25 |
| Fran Middleberg |  | Date | 1-30-25 |