

# **CIVANO I: NEIGHBORHOOD I ASSOCIATION, INC.**

## **Policy on Distribution of Board and Committee Meeting Minutes**

Resolution #17-01

**WHEREAS**, Arizona Non-Profit Corporations Act [A.R.S. §10-11601] requires the Association to keep as permanent records minutes of all meetings of its members and board of directors and a record of all actions taken by a committee of the board of directors on behalf of the Association; and

**WHEREAS**, the Association's Board of Directors and Committees review and approve their respective meeting minutes after they are produced as a draft; and

**WHEREAS**, Arizona Planned Communities Act [A.R.S. §33-1805] provides that all records of the Association shall be made reasonably available to Members or their designated representatives for review; and

**WHEREAS**, Section 11.2 of the *Amended and Restated Declaration of Covenants, Conditions and Restrictions for Civano 1: Neighborhood 1* empowers the Board to adopt, amend and repeal rules and regulations pertaining to all aspects of the Association's rights, activities and duties; and

**WHEREAS**, it is in the best interests of the Association for the Board to adopt rules and regulations for the handling of meeting minutes.

**NOW THEREFORE, BE IT RESOLVED THAT** the Board adopted the following resolution pertaining to meeting minutes at its duly-held meeting on June 27, 2017, and that the adopted resolution hereby is memorialized and remains as Administrative Resolution #17-01 in the Association's records:

1. After any Association or Board meetings draft minutes shall be produced in accordance with the Bylaws and shall be distributed to the Board of Directors for review and approval at the next Board meeting.

2. After any Committee meeting draft minutes shall be produced and shall be distributed to the Committee members for review and approval at the next meeting of the Committee.

3. Meeting minutes are not a record of the Association until approved by the Board or the respective Committee.

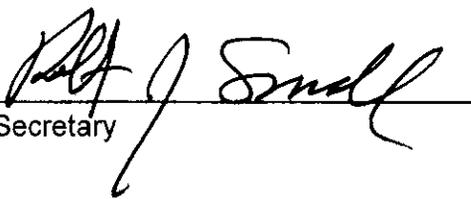
4. Except as provided in this Resolution, meeting minutes shall not be released, distributed or posted until approved by the Board or the respective Committee.

IN WITNESS WHEREOF, the undersigned have executed this Resolution 17-01 on this 27<sup>th</sup> day of June, 2017, and certify that this document is a true and correct copy of the Resolution that was adopted by the Board of Directors of Civano 1: Neighborhood 1 Association, Inc. at its duly held meeting.

**CIVANO 1: NEIGHBORHOOD 1 ASSOCIATION, INC.**  
**an Arizona non-profit corporation**

By   
Its: President

ATTEST:

  
Secretary