

COPY

VL 1752 pg 109

Prepared by: Caroline Record #145747
Caroline Record, Esq.

BROOKFIELD CONDOMINIUM ASSOCIATION, INC.
(the "Association")

**RESOLUTION ESTABLISHING POLICIES AND PROCEDURES
REGARDING COMMITTEES**

P R E A M B L E

A. The Master Deed for Brookfield Condominium Association, Inc. was recorded in the Warren County Clerk's Office on April 20, 1999 in Deed Book 1618 at Page 244, et seq.

B. Pursuant to the Master Deed, the Association adopted the By-Laws of Brookfield Condominium Association, Inc., as "Exhibit G" to the Master Deed (the "By-Laws").

C. Article VI, Section 6.01, Paragraph (E) of the By-Laws provides that the Board of Trustees of the Association (the "Board") will have the authority to promulgate, adopt, amend and publish rules and regulations governing the operation and use of the Units and the Common Elements.

D. Accordingly, the Board deems it necessary to provide for policies and procedures pursuant to which all committees shall conduct their business.

E. This Resolution was duly introduced and thereafter adopted pursuant to the terms and conditions of the By-Laws.

NOW, THEREFORE, BE IT RESOLVED on this 16 day of April, 2001, as follows:

The objectives of the Policies and Procedures regarding Committees of the Brookfield Condominium Association are to develop:

1. A uniform approach for the establishment and organization of Standing Committees and to establish and set the term of office for the officers of those committees in accordance with the Brookfield Condominium Association By-Laws.
2. A uniform approach for the establishment and organization of sub-committees/clubs and to establish and set the term of office for the officers of those sub-committees/clubs.
3. Adequate financial control over the operation of these committees.

4. A vehicle for the assistance of committee officers and members to familiarize themselves with their various responsibilities.
5. Documentation such as invoices, petty cash vouchers, cash disbursements, bank-reconciled statements, cash receipts, etc. that will withstand reasonable internal audits of the operations of these committees.
6. A basis for enhancing the perpetuation of the committees.
7. Copies of these Policies and Procedures are to be distributed to all directors, committee chairs and shall be available in the clubhouse.

ORGANIZATION AND OPERATION OF STANDING COMMITTEES

1. The Brookfield Condominium Association's Board of Directors will appoint the Chairperson of each Standing Committee
2. Each committee shall consist of a minimum of three (3) members including the chairperson.
3. The committee chairperson and other committee members shall be Unit Owners in good standing in the Brookfield Condominium Association.
4. The committee will abide by the Brookfield Condominium Association By-Laws, Restrictions and Policies and Procedures in the conduct of its business.
5. Each committee's activities must not conflict with Local, State or Federal law.
6. The committee must obtain approval from the Board of Directors for the use of the Association facilities.
7. Responsibility for updating the Policies and Procedures shall rest with the Rules Committee for submission to the Board of Directors. Upon approval, the Board of Directors will distribute the updates to the Standing Committee chairs and post a copy in the clubhouse.

STANDING COMMITTEES AND THEIR FUNCTIONS

- A. BLOCK CAPTAINS COMMITTEE: The Block Captains Committee shall be responsible for the distribution of the Brookfield Press and any other Board approved publications or notices that require dissemination to the Unit Owners.
- B. BUILDING & GROUNDS COMMITTEE: The Building and Grounds Committee monitors the condition of all common elements, buildings, grounds and equipment, including all recreational facilities and reports any need for maintenance, repair or improvements to the Board of Directors. The committee

processes building and grounds repair forms and performs routine maintenance. The committee also decorates the clubhouse for seasonal holidays.

- C. COMMUNITY AFFAIRS COMMITTEE: The Community Affairs Committee shall monitor Township, County, State and Federal legislation, as well as services provided to Unit Owners by off- site agencies. The committee shall bring to the attention of the Board, and at the direction of the Board to the attention of the Unit Owners, published information relating to matters the committee deems pertinent to the welfare and safety of the community. This committee shall form a Neighborhood Watch Committee if desired by the Unit Owners.
- D. COVENANTS COMMITTEE: The Covenants Committee will be established in compliance with Article X of the By-Laws of the Brookfield Condominium Association. It shall investigate complaints and violations from and by the Unit Owners and strive to resolve outstanding issues. All recommendations of the committee shall be reported in writing to the Board of Directors.
- E. FINANCE COMMITTEE: The Finance Committee shall review the monthly statements and audits of the Brookfield Condominium Association. Upon specific request by the Board, the Finance Committee shall review the records of the treasurer of each committee that generates and/or handles funds. The committee shall make recommendations to the Board of Directors concerning their findings, capital reserves and investments.
- F. HEALTH AND WELFARE COMMITTEE: The Health and Welfare Committee interfaces with local medical and social service organizations. They coordinate activities and events these organizations are willing to provide relative to the health and welfare of the Unit Owners. The Health and Welfare Committee also performs Welcome and Sunshine functions that provide a warm welcome to new Unit Owners, familiarizes them with the area, brings sunshine to the infirm and condolences when appropriate.
- G. JUDICIARY COMMITTEE: The Judiciary Committee will be established in compliance with the Article XII of the By-Laws of the Brookfield Condominium Association. The Judiciary Committee provides a forum for aggrieved parties to seek a review of cease and desist notices issued by the Covenants Committee and a mechanism for alternative resolution of housing related disputes between Unit Owners or tenants.
- H. NEWSLETTER / PUBLICITY COMMITTEE: The Committee shall prepare news and information about the community for dissemination by Block Captains. The committee shall also be responsible for the preparation of the monthly Brookfield Press, the sale of advertisements in the Brookfield Press and the dissemination of Township information and other community affairs. The committee will maintain a set of Brookfield Condominium Association historical reference documents. It maintains the clubhouse library to provide Brookfield residents with a pleasant place in which to read and borrow books.

- I. RECREATION COMMITTEE: The Recreation Standing Committee Chair acts as the liaison between the Board of Directors and all the Recreation Sub-committees/Clubs, and advises the Board on all matters pertaining to the recreational activities of the Association. The Standing Committee chair ensures that the sub-committees/clubs abide by the By-Laws, Restrictions and Policies and Procedures of the Brookfield Condominium Association.
- J. RECRUITING COMMITTEE: Whenever an opening occurs for a Unit Owner Director to the Board, a Recruiting Committee comprised of three (3) Unit Owners shall be formed on a temporary basis. The committee shall solicit residents participation and encourage "residents in good standing" to submit candidate profiles to insure an adequate field of candidates is available to the open Board positions.
- K. RULES COMMITTEE: The Rules Committee shall review the By-Laws, Restrictions and Policies and Procedures of the Brookfield Condominium Association and each committee. They make recommendations to the Board of Directors for changes and/or additions. Proposals to amend the By-Laws, Restrictions or Policies and Procedures of the Association or any sub-committee/club must be referred to the Rules Committee for review and recommendation.
- L. TRANSITION COMMITTEE: The Transition Committee will ensure that all common elements of the Brookfield Condominium Association have been inspected and conform to the Association's satisfaction. The committee is responsible for the satisfactory and orderly transition of the common elements from the developer to the Brookfield Condominium Association. The committee will be dissolved upon completion of the transition.

PROCEDURES FOR ESTABLISHING RECREATION SUB-COMMITTEES/CLUBS

- A. The petitioning group presents a written request to organize to the Brookfield Condominium Association Board of Directors for approval. The request must include sufficient evidence of interest in the proposed sub-committee/ club. The request must also include a statement of their objectives.
- B. Upon receipt of approval of the request, the sub-committee members must prepare by-laws and submit them to the Rules Committee for their review to ascertain that they are in compliance with the Brookfield Condominium Association By-Laws, Restrictions, Policies and Procedures or with Local, State and Federal laws. The Rules Committee will submit the sub-committee/club's by-laws to the Brookfield Condominium Association Board of Directors for approval.
- C. Upon approval of the sub-committee/club's by-laws by the Brookfield Condominium Association Directors, the sub-committee/club will prepare a

budget for submission to the Recreation Standing Committee. Once approved by the Standing Committee the budget will be forwarded to the treasurer of the Recreation Standing Committee so that appropriate internal accounts may be established for the sub-committee/club.

- D. All monies generated by Recreation sub-committees/clubs shall be deposited in one bank account under the name of the Brookfield Seniors Club. The treasurer of the Recreation Standing Committee shall maintain an income and expense record for each of the sub-committees/clubs using standard sub account procedures.

DISSOLUTION OF RECREATION SUB-COMMITTEE/CLUB

- A. If a sub-committee/club wishes to disband they must notify the Standing Committee, which shall notify the Brookfield Condominium Association Board of Directors.
- B. Any remaining assets of the sub-committee/club shall revert to the Standing Committee.

OFFICERS

- A. Recreation Sub-Committee/Club Chair:
 - 1. Calls regular meetings of the sub-committee/club at least ten times per year and special meetings when necessary.
 - 2. Presides over regular and special meetings.
 - 3. Assures that all records necessary for the efficient operation of the sub-committee/club are properly maintained.
 - 4. Appoints sub-committee/club treasurer if the sub-committee generates and/or disperses monies and provides for the bonding of such treasurers at the discretion of the Board of Directors.
 - 5. Appoints a sub-committee/club secretary.
 - 6. Designates a vice chair to schedule and conduct meetings that he/she cannot attend.
- B. Recreation Sub-Committee/Club Vice Chair
 - 1. Schedules and conducts meetings and the business of the sub-0committee/club when the chair is not available.
 - 2. Assists the chair with duties as requested.

C. Recreation Sub-Committee/Club Treasurer

1. Maintains Sub-committees' accounts, records and provides for their safekeeping.
2. Makes them available for audit and review by the Brookfield Condominium Association Finance Committee.
3. Provides for their ultimate disposition and/or retention.

D. Recreation Sub-Committee/Club Secretary

1. Takes minutes at all meetings, makes them available for review and provides for their ultimate disposition.
2. Prepares all written correspondence deemed necessary by the sub-committee/club in conducting its business and disposes of it as required

ORGANIZATION AND OPERATION OF RECREATION SUB-COMMITTEE/CLUB

- A. The mission of Recreation sub-committees/clubs is to foster activities that are designed to enhance the mental development, physical fitness, zest for life and general well being of their members.
- B. All sub-committee/club donations and/or fees shall be of nominal value but sufficient to cover expenses, so as to promote maximum participation of Unit Owners.
- C. Events run by sub-committees/club must be open to all Unit Owners of Brookfield Condominium Association and have the approval of the Board of Directors. Events are for Unit Owners unless otherwise approved by the Board of Directors. Requests for Board approval shall be made on Form BCA-1 (Exhibit A).
- D. Notice of all events shall be published at least one month prior to the scheduled date.
- E. Unit Owners may purchase tickets for each event at the clubhouse on a first come, first serve basis at published dates and times.
- F. The sub-committee/club's treasure will forwarded to the Standing Committee treasurer a complete financial report of the event. The Standing Committee treasurer will give a final report to the Board of Directors as soon as possible after receiving the sub-committee/club's report.

EXISTING RECREATION SUB-COMMITTEE/CLUBS AND THEIR FUNCTIONS

- A. GAMES/SPORTS COMMITTEE: The purpose of the Games/Sports sub-committee is to provide recreation and social activities in the form of games and sports of interest to the Unit Owners, to develop camaraderie, build friendships and have fun.
- B. SOCIAL COMMITTEE: The purpose of the Social sub-committee is to provide activities within the Brookfield community that will enhance the community spirit and neighborliness through social gatherings.
- C. SOLITAIRES: The purpose of the Solitaires is for the singles of Brookfield community to meet and to provide functions of interest to the group, to be available at times of stress and loneliness, but most of all to have fun.
- D. TRAVEL COMMITTEE: The purpose of the Travel sub-committee is to offer trips and outings at reasonable prices to all Unit Owners of the Brookfield Condominium Association.
- E. WOMEN'S GROUP: The purpose of the Women's Group sub-committee is to bring the women of the Brookfield Condominium Association together once a month in a social gathering.

FINANCIAL CONTROL FOR STANDING COMMITTEES

- A. Brookfield Condominium Association Standing Committees that handle funds shall exercise effective financial control over the use of these funds.
- B. Each Standing Committee shall prepare a spending plan and submit to the Board for review and approval two (2) months prior to the beginning of the new fiscal year.
- C. Expenditures must be pre-approved using a Brookfield Condominium Association purchase order form. Maintenance and non-capital improvements will require the signature of one Brookfield Condominium Association Director. Capital improvements, not subject to provisions of article 6.09 and 6.10 of the Master Deed, will require the signature of three Brookfield Condominium Association Directors.
- D. The appropriate Director will approve all check request Form BCA - 2 (Exhibit B) and purchase order Form BCA-3 (Exhibit C).
- F. All contributions made by Standing Committees to organizations outside the community must have the prior written approval of the Board of Directors. Requests for Board approval shall be made on Form BCA-2 (Exhibit B).

FINANCIAL CONTROL FOR RECREATION SUB-COMMITTEES/CLUBS

- A. All funds shall be maintained in the Brookfield Seniors Club account. Sub-committee/clubs that generate and/or handle funds shall exercise reasonably effective control over these funds.
- B. Each sub-committee/club shall prepare an annual expense budget or spending plan and submit it to the Recreation Standing Committee for review three months prior to the beginning of the new fiscal year. The approved budget will be submitted to the Board of Directors for their approval two months prior to the beginning of the new fiscal year.
- C. The sub-committee treasurer shall prepare financial reports and submit them through the Recreation Standing Committee Chair to the Standing Committee Treasurer. The Standing Committee Treasurer shall present a current statement of income, expenses and accruals for each individual sub-committee/club to the Board of Directors, one week prior to a scheduled Board meeting.
- D. The source of operating funds of each sub-committee/club shall be admission fees and income derived from events held by the sub-committee/club.
- E. All monies generated by sub-committees/clubs shall be deposited in one bank account under the name of Brookfield Seniors Club.
- F. Once a sub-committee/club's income reaches \$100.00 they may request a petty cash fund not to exceed \$100.00. Nominal expenses amounting to fifty dollars (\$50.00) or less may be met with cash drawn from the petty cash fund, whereas major expenses shall be met with bank checks written against the appropriate account. All expenses shall be vouchered using Form BCA-4 (exhibit D).
- G. Monies accrued above the sub-committee/club's operating budget and approved contingency reserve shall be used for the benefit of the Unit Owners of the Association to purchase items on a priority list of the sub-committee/club or donated to the operating account of the Association.
- H. All contributions made by sub-committee/clubs to organizations outside the community must have the prior written approval of the Board of Directors. Requests for approval shall be made on Form BCA- 1 (Exhibit A).
- I. Individual clubs may vote to transfer funds to other clubs to cover financial shortages of those clubs.

BROOKFIELD CONDOMINIUM ASSOCIATION

EVENT REQUEST for _____ Sub-committee/Club

EVENT _____

DATE OF FUNCTION (from - to) _____

RECURRING _____ TIMES PER Week Month Year

Expected number of Attendees _____ to be charged \$ _____ each.

Will the event be open to Non-Brookfield Residents Initially? _____ At any time? _____

What facilities will be required? _____

Set-up to be done by: _____

Clean-up to be done by: _____

Funding: Will the event require outside funding? _____ Amount \$ _____

How will this be re-paid? _____

DATE SUBMITTED _____

BY: _____ TELEPHONE NO. _____

BOARD OF DIRECTORS APPROVAL:

(EXHIBIT B)

BROOKFIELD CONDOMINIUM ASSOCIATION

CHECK REQUEST for _____ Standing Committee

DATE SUBMITTED _____

BY: _____ TELEPHONE NO. _____

DISRIPTION OF EXPENSE

PAY TO _____

ADDRESS _____

ADDRESS _____

CITY, STATE, ZIP _____

Mail/Deliver to: _____

ADDRESS _____

ADDRESS _____

CITY, STATE, ZIP _____

BOARD APPROVAL: _____

CHECK # _____ DATE _____

BCA- 2 Attach Contract / Receipts to form

BROOKFIELD SENIORS CLUB

CHECK REQUEST for _____ Sub-Committee/Club

EVENT _____ DATE SUBMITTED _____

BY: _____ TELEPHONE NO. _____

DATE OF FUNCTION (from - to) _____

PAY TO _____

ADDRESS _____

ADDRESS _____

CITY, STATE, ZIP _____

Mail/Deliver to: _____

ADDRESS _____

ADDRESS _____

CITY, STATE, ZIP _____

APPROVAL: CHAIRPERSON _____

TREASURER _____

CHECK # _____ DATE _____

STATE OF NEW JERSEY

COUNTY OF Warren

I CERTIFY that on April 16, 2001, Clark Duffey, personally came before me and this person acknowledged under oath, to my satisfaction, that:

- (a) this person is the Secretary of Brookfield Condominium Association, Inc., a non-profit corporation of the State of New Jersey, named in this document;
- (b) this person signed this document as attesting witness for the proper corporate officer who is Eric Levin, the President of the corporation;
- (c) this person knows the proper corporate seal of the corporation and the proper corporate seal was affixed;
- (d) this document was signed and delivered by the corporation as its voluntary act and deed by virtue of authority from its Board of Trustees; and
- (e) this person signed this acknowledgment to attest to the truth of these facts.
- (f) this Resolution was duly introduced and was thereafter adopted at a regular scheduled meeting of the Board of Trustees, at which a quorum was present of the members of the Board of Trustees eligible to vote on this matter.

Clark Duffey, Secretary

Signed and sworn to before me this 16th day of April, 2001.

Frank P. Gale
Notary Public of the State of New Jersey

RECORD AND RETURN TO:

Caroline Record, Esq.
Hersh, Ramsey & Berman
P.O. Box 2249
Morristown, New Jersey 07962-2249

FRANK P. GALE
I.D. # 2268625
NOTARY PUBLIC OF NEW JERSEY
Commission Expires 11/2/2005

#101587

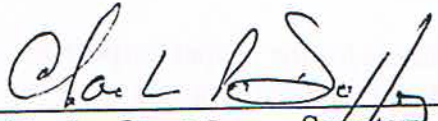
RECORDED
01 JUN 14 09:48
TERRANCE H. LEE
WARREN COUNTY CLERK
BELVIDERE, NJ

Resolution shall be effective as of the 16 day of April, 2001.


The Association's Managing Agent is authorized and directed to prepare correspondence, in appropriate form and substance, and thereafter circulate same, along with a copy of this Resolution, to all Owners. The Association also authorizes and directs its legal counsel to arrange for recordation of a copy of this Resolution with the Warren County Clerk's Office.

ATTEST:


BROOKFIELD CONDOMINIUM
ASSOCIATION, INC.



Charles R. Duffy, Secretary

By: 

Charles R. Duffy, President


Charles R. Duffy, Treasurer

BROOKFIELD BINGO CLUB

By-laws

ARTICLE I -NAME

The name of this club shall be the BINGO CLUB.

ARTICLE II - PURPOSE

The purpose of the Bingo Club is to provide recreational bingo games for the Unit Owners, to develop camaraderie, build friendships and have fun.

ARTICLE III- MEMBERSHIP

Membership is open to all Brookfield residents.

ARTICLE IV- FUNDING

All required funding shall be generated exclusively from the activities of the club and utilized in a manner necessary to cover the costs of any such activity. The balance of the monies, if any, shall be kept in the club's account to be used toward the cost of future activities or donations to the community.

ARTICLE V – OFFICERS AND THEIR DUTIES

SECTION 1. The officers shall be Chairman, Vice-Chairman, Secretary and Treasurer.

SECTION 2. The officers shall perform all duties as enumerated in the Policies and Procedures of the Brookfield Condominium Association. The retiring chairman shall be a non-voting advisor of the club for one year. It shall be the duty of all officers upon leaving office to immediately turn over to the Secretary all official documents relating to their offices.

ARTICLE VI - RECRUITING

SECTION 1. A Recruiting Committee shall be formed at the club's September meeting and shall be comprised of three (3) members. The committee shall serve for one year. The committee will present a slate of candidates at the October meeting, with voting and election taking place at the November meeting. Nominations from the floor will be accepted if the nominee is agreeable. Only members of the Brookfield Condominium Association in good standing may vote for officers of the club.

SECTION 2. Officers shall be elected for a term of one (1) fiscal year. No officer can serve more than two (2) consecutive terms in the same office.

SECTION 3. A vacancy in the office of Chairman shall be filled by the Vice-Chairman.

ARTICLE VII - MEETINGS

There shall be 4 regularly scheduled meetings per year. Notice of the regularly scheduled meetings shall be published in the Brookfield Press. Special meetings may be called at the discretion of the Chairman. Any club officer missing 3 consecutive meetings without good cause may be removed at the discretion of the club.

ARTICLE VIII – BY-LAWS

Changes or amendments to By-laws must be approved by a simple majority of the members, provided the amendment has been read at a previous meeting, submitted to the Rules Committee for approval and recommendation to the Board of Directors. In the event that an issue arises that is not covered in the By-laws, Robert's Rules of Order shall prevail.

ARTICLE IX - DISSOLUTION

The club shall be dissolved and its affairs bound up by a majority vote of its members at a special meeting for dissolution.

ARTICLE X - DISTRIBUTION OF PROPERTY ON DISSOLUTION

In the event of dissolution, the property and funds shall remain in the account of the Brookfield Seniors Club for distribution by the Recreation Standing Committee

STANDING RULES

1. The fiscal year of the club shall coincide with the calendar year.
2. Each retiring officer shall makes himself/herself available to answer any questions the newly elected officer may have about the previous year's business.
3. The most recent edition of Robert's Rules of Order by Henry M. Robert III and William J. Evans (presently the ninth edition) shall be the parliamentary procedure reference source.

BROOKFIELD GAMES & SPORTS COMMITTEE
By-laws

ARTICLE I -NAME

The name of this sub-committee shall be the Games & Sports Committee.

ARTICLE II - PURPOSE

The purpose of the Games & Sports Committee is to provide recreational activities in the form of games and sports of interest to the Unit Owners, to develop camaraderie, build friendships and have fun.

ARTICLE III- MEMBERSHIP

Membership is open to all Brookfield residents.

ARTICLE IV- FUNDING

All required funding shall be generated exclusively from the activities of the club and utilized in a manner necessary to cover the costs of any such activity. The balance of the monies, if any, shall be kept in the club's account to be used towards the cost of future activities or donations to the community.

ARTICLE V - OFFICERS AND THEIR DUTIES

SECTION 1. The officers shall be Chairman, Vice-Chairman, Secretary and Treasurer.

SECTION 2. The officers shall perform all duties as enumerated in the Policies and Procedures of the Brookfield Condominium Association. The retiring chairman shall be a non-voting advisor of the sub-committee for one year. It shall be the duty of all officers upon leaving office to immediately turn over to the Secretary all official documents relating to their offices.

ARTICLE VI - RECRUITING

SECTION 1. A Recruiting Committee shall be formed at the sub-committee's September meeting and shall be comprised of three (3) members. The committee shall serve for one year. The committee will present a slate of candidates at the October meeting, with voting and election taking place at the November meeting. Nominations from the floor will be accepted if the nominee is agreeable. Only members of the Brookfield Condominium Association in good standing may vote for officers of the sub-committee.

SECTION 2. Officers shall be elected for a term of one (1) fiscal year. No officer can serve more than two (2) consecutive terms in the same office.

SECTION 3. A vacancy in the office of Chairman shall be filled by the Vice-Chairman.

10/24/01 R15

BROOKFIELD GAMES & SPORTS COMMITTEE By-laws page 2

ARTICLE VII - MEETINGS

There shall be 4 regularly scheduled meetings per year. Notice of the regularly scheduled meetings shall be published in the Brookfield Press. Special meetings may be called at the discretion of the Chairman. Any sub-committee officer missing 3 consecutive meetings without good cause may be removed at the discretion of the sub-committee.

ARTICLE VIII - BY-LAWS

Changes or amendments to By-laws must be approved by a simple majority of the members, provided the amendment has been read at a previous meeting, submitted to the Rules Committee for approval and recommendation to the Board of Directors. In the event that an issue arises that is not covered in the By-laws, Robert's Rules of Order shall prevail.

ARTICLE IX - DISSOLUTION

The sub-committee shall be dissolved and its affairs bound up by a majority vote of its members at a special meeting for dissolution.

ARTICLE X - DISTRIBUTION OF PROPERTY ON DISSOLUTION

In the event of dissolution, the property and funds shall remain in the account of the Brookfield Seniors Club for distribution by the Recreation Standing Committee

STANDING RULES

1. The fiscal year of the sub-committee shall coincide with the calendar year.
2. Each retiring officer shall make himself/herself available to answer any questions the newly elected officer may have about the previous year's business.
3. The most recent edition of Robert's Rules of Order by Henry M. Robert III and William J. Evans (presently the ninth edition) shall be the parliamentary procedure reference source.

Approved: Brookfield Rules Committee 9-26-01

SOLITAIRES
By-laws

ARTICLE I -NAME

The name of this club shall be the Solitaires.

ARTICLE II - PURPOSE

The purpose of the Solitaires is for the singles of Brookfield community to meet and to provide functions of interest to the group, to be available at times of stress and loneliness, but most of all to have fun.

ARTICLE III- MEMBERSHIP

Membership is open to all single Brookfield residents.

ARTICLE IV- FUNDING

All required funding shall be generated exclusively from the activities of the club and utilized in a manner necessary to cover the costs of any such activity. The balance of monies, if any, shall be kept in the club's account to be used toward the cost of future activities or donations to the community.

ARTICLE V - OFFICERS AND THEIR DUTIES

SECTION 1. The officers shall be Chairman, Vice Chairman, Secretary and Treasurer, if necessary.

SECTION 2. The officers shall perform all duties as enumerated in the Policies and Procedures of the Brookfield Condominium Association. The retiring chairman shall be a non-voting advisor of the club for one year. It shall be the duty of all officers upon leaving office to immediately turn over to the Secretary all official documents relating to their offices.

ARTICLE VI - RECRUITING

SECTION 1. A Recruiting Committee shall be formed at the club's September meeting and shall be comprised of three (3) members. The committee shall serve for one year. The committee will present a slate of candidates at the October meeting, with voting and election taking place at the November meeting. Nominations from the floor will be accepted if the nominee is agreeable. Only members of the Brookfield Condominium Association in good standing may vote for officers of the club.

SECTION 2. Officers shall be elected for a term of one (1) fiscal year. No officer can serve more than two (2) consecutive terms in the same office.

SECTION 3. A vacancy in the office of Chairman shall be filled by the Vice-Chairman.

10/24/01 RIC7

SOLITAIRES By-laws page 2

ARTICLE VII - MEETINGS

There shall be **10** regularly scheduled meetings per year. Notice of the regularly scheduled meetings shall be published in the Brookfield Press. Special meetings may be called at the discretion of the Chairman. Any club officer missing 3 consecutive meetings without good cause may be removed at the discretion of the club.

ARTICLE VIII - BY-LAWS

Changes or amendments to By-laws must be approved by a simple majority of the members, provided the amendment has been read at a previous meeting, submitted to the Rules Committee for approval and recommendation to the Board of Directors. In the event that an issue arises that is not covered in the By-laws, Robert's Rules of Order shall prevail.

ARTICLE IX - DISSOLUTION

The club shall be dissolved and its affairs bound up by a majority vote of its members at a special meeting for dissolution.

ARTICLE X - DISTRIBUTION OF PROPERTY ON DISSOLUTION

In the event of dissolution, the property and funds shall remain in the account of the Brookfield Seniors Club for distribution by the Recreation Standing Committee

STANDING RULES

1. The fiscal year of the club shall coincide with the calendar year.
2. Each retiring officer shall makes himself/herself available to answer any questions the newly elected officer may have about the previous year's business.
3. The most recent edition of Robert's Rules of Order by Henry M. Robert III and William J. Evans (presently the ninth edition) shall be the parliamentary procedure reference source.

Approved: Brookfield Rules Committee 9-26-01

BROOKFIELD SOCIAL COMMITTEE
By-laws

ARTICLE I -NAME

The name of this sub-committee shall be the Social Committee.

ARTICLE II - PURPOSE

The purpose shall be to provide activities within the Brookfield Community that will enhance the community spirit and neighborliness through social gatherings, both on and off premises. This shall include but not be limited to holiday parties, picnics and other such gatherings as the sub-committee may plan and carry out.

ARTICLE III- MEMBERSHIP

Membership is open to all Brookfield residents.

ARTICLE IV- FUNDING

All required funding shall be generated exclusively from the activities of the sub-committee and utilized in a manner necessary to cover the costs of any such activity. The balance of monies, if any, shall be kept in the sub-committee's account to be used toward the cost of future activities or donations to the community.

ARTICLE V - OFFICERS AND THEIR DUTIES

SECTION 1. The officers shall be Chairman, Vice Chairman, Secretary and Treasurer, if necessary.

SECTION 2. The officers shall perform all duties as enumerated in the Policies and Procedures of the Brookfield Condominium Association. The retiring chairman shall be a non-voting advisor of the sub-committee for one year. It shall be the duty of all officers upon leaving office to immediately turn over to the Secretary all official documents relating to their offices.

ARTICLE VI - RECRUITING

SECTION 1. A Recruiting Committee shall be formed at the sub-committee's September meeting and shall be comprised of three (3) members. The committee shall serve for one year. The committee will present a slate of candidates at the October meeting, with voting and election taking place at the November meeting. Nominations from the floor will be accepted if the nominee is agreeable. Only members of the Brookfield Condominium Association in good standing may vote for officers of the sub-committee.

SECTION 2. Officers shall be elected for a term of one (1) fiscal year. No officer can serve more than two (2) consecutive terms in the same office.

BROOKFIELD SOCIAL COMMITTEE By-laws page 2

SECTION 3. A vacancy in the office of Chairman shall be filled by the Vice-Chairman.

ARTICLE VII - MEETINGS

There shall be **10** regularly scheduled meetings per year. Notice of the regularly scheduled meetings shall be published in the Brookfield Press. Special meetings may be called at the discretion of the Chairman. Any sub-committee officer or committee member missing 3 consecutive meetings without good cause may be removed at the discretion of the sub-committee.

ARTICLE VIII - BY-LAWS

Changes or amendments to By-laws must be approved by a simple majority of the members, provided the amendment has been read at a previous meeting, submitted to the Rules Committee for approval and recommendation to the Board of Directors. In the event that an issue arises that is not covered in the By-laws, Robert's Rules of Order shall prevail.

ARTICLE IX - DISSOLUTION

The sub-committee shall be dissolved and its affairs bound up by a majority vote of its members at a special meeting for dissolution.

ARTICLE X - DISTRIBUTION OF PROPERTY ON DISSOLUTION

In the event of dissolution, the property and funds shall remain in the account of the Brookfield Seniors Club for distribution by the Recreation Standing Committee

STANDING RULES

1. The fiscal year of the sub-committee shall coincide with the calendar year.
2. Each retiring officer shall make himself/herself available to answer any questions the newly elected officer may have about the previous year's business.
3. The most recent edition of Robert's Rules of Order by Henry M. Robert III and William J. Evans (presently the ninth edition) shall be the parliamentary procedure reference source.

Approved: Brookfield Rules Committee 9-26-01

BROOKFIELD WOMEN'S GROUP
By-laws

ARTICLE I - NAME

The name of this club shall be the Women's Group.

ARTICLE II - PURPOSE

The purpose of the Women's Group club is to bring the women of the Brookfield Condominium Association together at least 10 months during any given year for purposes of socializing.

ARTICLE III- MEMBERSHIP

Membership is open to all Brookfield women residents.

ARTICLE IV- FUNDING

All required funding shall be generated exclusively from the activities of the club and utilized in a manner necessary to cover the costs of any such activity. The balance of monies, if any, shall be kept in the club's account to be used toward the cost of future activities or donations to the community.

ARTICLE V - OFFICERS AND THEIR DUTIES

SECTION 1. The officers shall be Chairman, Treasurer and Assistant Treasurer.

SECTION 2. The officers shall perform all duties as enumerated in the Policies and Procedures of the Brookfield Condominium Association. The retiring chairman shall be a non-voting advisor of the club for one year. It shall be the duty of all officers upon leaving office to immediately turn over to the Secretary all official documents relating to their offices.

ARTICLE VI - RECRUITING

SECTION 1. A Recruiting Committee shall be formed at the club's September meeting and shall be comprised of three (3) members. The committee shall serve for one year. The committee will present a slate of candidates at the October meeting, with voting and election taking place at the November meeting. Nominations from the floor will be accepted if the nominee is agreeable. Only members of the Brookfield Condominium Association in good standing may vote for officers of the club.

SECTION 2. Officers shall be elected for a term of one (1) fiscal year. No officer can serve more than two (2) consecutive terms in the same office.

SECTION 3. A vacancy in the office of Chairman shall be filled by the Treasurer.

10/24/01, etc.

BROOKFIELD WOMEN'S GROUP By-laws page 2

ARTICLE VII - MEETINGS

There shall be **10** regularly scheduled meetings per year. Notice of the regularly scheduled meetings shall be published in the Brookfield Press. Special meetings may be called at the discretion of the Chairman. Any club officer missing 3 consecutive meetings without good cause may be removed at the discretion of the club.

ARTICLE VIII - BY-LAWS

Changes or amendments to By-laws must be approved by a simple majority of the members, provided the amendment has been read at a previous meeting, submitted to the Rules Committee for approval and recommendation to the Board of Directors. In the event that an issue arises that is not covered in the By-laws, Robert's Rules of Order shall prevail.

ARTICLE IX - DISSOLUTION

The club shall be dissolved and its affairs bound up by a majority vote of its members at a special meeting for dissolution.

ARTICLE X - DISTRIBUTION OF PROPERTY ON DISSOLUTION

In the event of dissolution, the property and funds shall remain in the account of the Brookfield Seniors Club for distribution by the Recreation Standing Committee

STANDING RULES

1. The fiscal year of the club shall coincide with the calendar year.
2. Each retiring officer shall make himself/herself available to answer any questions the newly elected officer may have about the previous year's business.
3. The most recent edition of Robert's Rules of Order by Henry M. Robert III and William J. Evans (presently the ninth edition) shall be the parliamentary procedure reference source.

Approved: Brookfield Rules Committee 9-26-01

BROOKFIELD TRAVEL COMMITTEE

By-laws

1/12/05

ARTICLE I – NAME

The name of this sub-committee shall be the Travel Committee.

ARTICLE II – PURPOSE

The purpose of the Travel sub-committee is to offer trips and outings at reasonable prices to all Unit Owners of the Brookfield Condominium Association.

ARTICLE III – MEMBERSHIP

Membership is open to all Brookfield residents.

ARTICLE IV – FUNDING

All required funding shall be generated exclusively from the activities of the sub-committee. All funds and tour benefits are to be utilized in a manner necessary to cover costs of trips, events and/or activities. The balance of money, if any, shall be kept in the sub-committee's account to be used toward future activities or donations to the community at the discretion of the sub-committee members.

ARTICLE V – OFFICERS AND THEIR DUTIES

Section 1. The officers shall be Chairman, Vice-Chairman, Secretary and Treasurer.

Section 2. The officers shall perform all duties as enumerated in the Policies and Procedures of the Brookfield Condominium Association. The retiring chairman shall be a non-voting advisor of the sub-committee for one year. It shall be the duty of all officers upon leaving office to immediately turn over to the Secretary all official documents relating to their offices.

ARTICLE VI – RECRUITING

Section 1. A recruiting committee shall be formed at the sub-committee's September meeting and shall be comprised of three (3) members. The committee shall serve for one year. The committee will present a slate of candidates at the October meeting, with voting and election taking place at the November meeting. Nominations from the floor will be accepted if the nominee is agreeable. Only members of the Brookfield Condominium Association in good standing may vote for officers of the sub-committee.

Section 2. Officers shall be elected for a term of one (1) fiscal year. No officer can serve more than two (2) consecutive terms in the same office.

Section 3. A vacancy in the office of Chairman shall be filled by the Vice-Chairman.

ARTICLE VII – MEETINGS

There shall be 10 regularly scheduled meetings per year. Notice of the regularly scheduled meetings shall be published in the Brookfield Press. Special meetings may be called at the discretion of the Chairman. Any sub-committee officer missing 3 consecutive meetings without good cause may be removed at the discretion of the sub-committee.

ARTICLE VIII – BY-LAWS

Changes or amendments to By-laws must be approved by a simple majority of the members, provided the amendment has been read at a previous meeting, submitted to the Rule Committee for approval and recommendation to the Board of Directors. In the event that an issue arises that is not covered in the By-laws, Robert's Rules of Order shall prevail.

BROOKFIELD TRAVEL COMMITTEE By-laws, page 2

ARTICLE IX – DISSOLUTION

The sub-committee shall be dissolved and its affairs bound up by a majority vote of its members at a special meeting for dissolution.

ARTICLE X – DISTRIBUTION OF PROPERTY ON DISSOLUTION

In the event of dissolution, the property and funds shall remain in the account of the Brookfield Seniors Club for distribution by the Recreation Standing Committee.

STANDING RULES

1. The fiscal year of the sub-committee shall coincide with the calendar year.
2. Each retiring officer shall make themselves available to answer any questions the newly elected officer may have about the previous year's business
3. The most recent edition of Robert's Rules of Order by Henry M. Robert III & William J. Evans (presently the ninth edition) shall be the parliamentary procedure reference source.
4. Members of the sub-committee who organize trips or outings that have not been approved by the sub-committee will be required to resign from committee membership.

Reason for Reissue: Standing Rule No. 4, added.

Approved and Submitted January 12, 2005.

COPY

BROOKFIELD CONDOMINIUM ASSOCIATION, INC.
(the "Association")

RESOLUTION AMENDING THE RESOLUTION ESTABLISHING POLICIES AND
PROCEDURES REGARDING COMMITTEES

P R E A M B L E

- A. The Master Deed for Brookfield Condominium Association, Inc. was recorded in the Warren County Clerk's Office on April 20, 1999 in Deed Book 1618 at Page 244, et seq.
- B. Pursuant to the Master Deed, the Association adopted the By-Laws of Brookfield Condominium Association, Inc. as "Exhibit G" to the Master Deed (the "By-Laws").
- C. Article VI, Section 6.01, Paragraph (E) of the By-Laws provides that the Board of the Trustees of the Association (the "Board") will have the authority to promulgate, adopt, amend and publish rules and regulations governing the operation and use of the Units and the Common Elements.
- D. Accordingly, the Board deemed it necessary to provide for policies and procedures pursuant to which all committees shall conduct their business, including FINANCIAL CONTROL FOR RECREATION SUB-COMMITTEES/CLUBS.
- E. The now deems it necessary to amend that portion of the RESOLUTION that pertains to the Financial Control for the Recreation Sub-Committees/Clubs.
- F. This Amendment to the RESOLUTION was duly introduced and thereafter adopted pursuant to the terms and conditions of the By-Laws.

NOW, THEREFORE, BE IT RESOLVED on this 24th day of Feb., 2010, as follows:

1. Paragraph "F" of "Financial Control for Recreation Sub-Committees/Clubs" is deleted.
2. Paragraph "G" is amended to read as follows: Monies accrued above the sub-committees/clubs operating budget and approved contingency reserve of one thousand (\$1,000.00) dollars shall, at the end of the current fiscal year, be moved to the operating account of the Association for the benefit of the unit owners of following Brookfield. This transfer to the Association shall not occur if the sub-committee/club has submitted and received approval of the Board of Directors of a written plan (ex, "A") for the use of the excess monies in the following fiscal year.
3. Paragraph "I" is amended to read as follows: Individual sub-committees/clubs may vote to transfer funds to other sub-committees/clubs to cover financial shortages of those sub-committees/clubs with the prior approval of the Board of Directors.

RECORDED

Patricia J Kolb Warren Co Clerk

BELVIDERE, NJ

Bk: 2303 Pg: 203

03/09/2010 11:09:36 AM

Pages 4

MISCELLANEOUS DEED

AND PROCEDURES REGARDING COMMITTEES on the 24th day of the year July 2010.

BROOKFIELD CONDOMINIUM ASSOCIATION

Frank DeStefano
Frank DeStefano, President B.C.A.

Witness:

Charles P. Duffy
Secretary, B.C.A.

Charles P. Duffy

State of New Jersey, County of Warren

ss,:

I certify that on the 24th day of 2010, Frank DeStefano, President of the Brookfield Condominium Association, a New Jersey Non-Profit Corporation, personally came before me and acknowledges under oath, to my satisfaction, that he is the person named in and acknowledged under oath, to my satisfaction, that he is the person named and who executed the within Amendment to the Resolution Establishing policies and Procedures Regarding Committees, and thereupon acknowledged that he personally signed, sealed and delivered this Amendment as his act and deed for the uses and purposes therein expressed.

Jacqueline Faust

JACQUELINE FAUST
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires Sept. 30, 2010



FINANCIAL PLAN FOR USE OF EXCESS FUNDS – RECREATION SUB-COMMITTEE/CLUB

APPLIES TO FUNDS IN BROOKFIELD SENIOR SUB-ACCOUNT IN EXCESS OF \$1,000 ON OCTOBER 31 of EACH YEAR

NAME OF COMMITTEE _____

COMMITTEE CHAIRMAN _____

1. AMOUNT OF FUNDS IN EXCESS IF \$1,000.00 ON OCTOBER 31ST OF EACH YEAR

2. SPECIFIC PLAN FOR THE DISPERSAL OF FUNDS WITHIN THE NEXT CALENDAR YEAR.

3. EXCESS MONIES TO BE USED FOR BENEFIT OF COMMUNITY VIA SOCIAL EVENTS, COMMUNITY BENEFITING EQUIPMENT, TRANSFER TO OTHER SUB-COMMITTEES/CLUBS SUBJECT TO THE APPROVAL OF THE BOARD, WHICH SHOULD NOT BE UNREASONABLY WITHHELD.

4. DATE OF SUBMISSION OF PLAN FOR EXCESS FUNDS _____

5. CONSENSUS DECISION OF THE BOARD

6. BOARD MEMBERS	MEMBER SIGNATURE	YES	NO	ABSTAIN	ABSENT
PRESIDENT	_____	___	___	___	___
VICE-PRESIDENT	_____	___	___	___	___
TREASURER	_____	___	___	___	___
SECRETARY	_____	___	___	___	___
AT-LARGE MEMBER	_____	___	___	___	___

RESULTS: CONSENSUS FOR APPROVAL OF SUBMITTED PLAN _____

CONSENSUS FOR REJECTION OF SUBMITTED PLAN _____

ATTESTED BY BOARD SECRETARY _____ **DATE** _____

BCA-1