

Prepared by: Caroline Record
Caroline Record, Esq.

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

145747

**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.

(EXHIBIT A)

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: _____

BCA - 1 Attach copy of vendor contract(s)

(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**

(EXHIBIT D)

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 _____

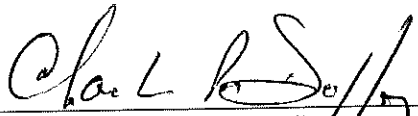
CHECK # _____ DATE _____

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.



Mark Duffy, Secretary

By: 

ERIC LEVIN, President

Mark Duffy, Trustee

STATE OF NEW JERSEY

145747

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

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TERENCE D. LEE
WARREN COUNTY CLERK
BELVIDERE, N.J.

01 JUN 14 09:48

RECORDED