

THE MANOR HOMES AT ALDINGBROOKE CONDOMINIUM ASSOCIATION POLICIES ESTABLISHING WELCOMING COMMITTEE

The Board of Directors of The Manor Homes at Aldingbrooke Condominium Association (the "Association") adopts these policies on the 25 day of June, 2020, effective immediately.

BACKGROUND

A. The Association is responsible for governance, maintenance and administration of The Manor Homes at Aldingbrooke (the "Condominium").

B. The Association exists pursuant to the Michigan Condominium Act and the Michigan Nonprofit Corporation Act, as well as the Articles of Incorporation for the Association, the Amended and Restated Master Deed and the Condominium Bylaws.

C. Article X, Section 3(10) of the Bylaws provides that the Board may establish committees as it deems necessary for the purpose of implementing the administration of the Condominium and to delegate to those committees any functions or responsibilities which are not required to be performed by the Board.

D. To encourage community involvement and create a welcoming atmosphere in the Condominium, the Board of Directors desires to adopt policies governing the establishment and functions of the Association's welcoming committee.

The Association's Board of Directors adopts the following policies ("Policies"):

1. Appointment. The Board in its sole discretion may choose to establish a committee for the purpose of welcoming new Co-owners and residents to the Condominium (the "Committee"). Appointment to and the number of members on the Committee shall be in the Board's sole discretion and Co-owners interested in serving on the Committee may provide the Board with notice of their interest.

2. Responsibilities. The Committee shall contact new Co-owners and residents ("Residents") after new Residents take occupancy in the Condominium. The primary responsibility of the Committee is to extend the Association's greetings. The Committee may address the Residents' general questions concerning community activities, local amenities and tips for living in the Condominium. The Committee shall forward questions that arise from the initial contact with the Residents to the Board or the Association's property manager for response, including but not limited to, questions concerning the Condominium Documents, management and administration of the Condominium. Subsequent questions from the Residents shall be addressed to the Association or its property manager in its normal course. The Committee shall maintain a written record of the date the Committee meets with a new resident and who was present at the meeting. Nothing contained herein requires Residents to meet or communicate with the Committee, and the failure of Residents to meet with the Committee is not a violation of the Condominium Documents.

3. Ethical Rules.

a. Committee members serve for the benefit of the entire Condominium community. Committee members shall not use their positions as such for private gain or to promote personal agendas.

b. Committee members shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or any other thing of monetary value from a person who is seeking a contractual or other business or financial relationship with the Association.

c. Committee members shall not seek preferential treatment by the Board, any of the Association's committees, or any contractors or suppliers.

d. Committee members shall not willingly misrepresent facts to advance a personal cause or influence the Condominium community to advance a personal cause.

4. Standards of Behavior and Rules of Conduct.

a. Committee members shall hold themselves to the highest standards and shall comply with the provisions of the Condominium Documents.

b. Committee members shall at all times work within the Association's framework and abide by the system of management established by the Board.

c. Committee members shall conduct themselves at all times in a professional and businesslike manner. Committee members shall refrain from defaming anyone in the Condominium, and shall not harass, threaten, or otherwise attempt to intimidate any other Committee member, Board member, Co-owners, resident, management agent, contractor or guest. Committee members shall not discriminate against any Residents because of race, color, national origin, sex, religion, familial status or disability, or because of any other characteristic of a protected class under federal, state or local law governing the Condominium.

d. Committee members shall not interfere with the duties of management or the Board. All communications concerning the administration and management of the Condominium must occur through one designated Board Member or management or must otherwise be in accordance with Board policy.

5. Removal. The Board may remove any Committee member either with or without cause and may choose to appoint a successor to the removed Committee member at any regular Board meeting or at any special Board meeting called for such purpose. The Board may elect to disband the Committee at any time in the sole discretion of the Board.

6. Applicability. These Policies shall be construed in conjunction with, and not in contravention of, the various provisions of the Condominium Documents.

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Respectfully submitted,
Board of Directors, The Manor Homes at
Aldingbrooke Condominium Association