

RESOLUTION

Eden Villas Board of Directors

In an effort to provide correct and accurate information to Homeowners' questions on specific subjects rather than those asking for an opinion during our monthly meetings, require time to review the pertinent documents. The same is true for questions presented to our management staff.

The records of Eden Villas are kept in the office at Eden Villas and with Southern Property Managers. They are stored in boxes, storage cabinets, and electronically.

Depending on the nature of the question and the date associated with the documentation, the reply can require extensive research consuming a great amount of time.

The Board of Directors (the Board) hereby approves an orderly procedure for addressing issues presented during the regular meeting or to our office staff concerning technical subjects deserving an accurate response.

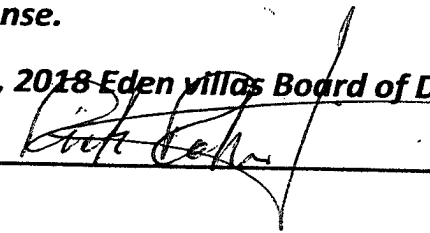
Inquiries necessitating a factual response will be presented to the Board ten (10) days prior to its regular meeting. The same time is required for inquiries presented to our office staff. Those questions can be delivered to the Eden Villas office on Mary Vann Lane on Monday, Wednesday, and Thursday between 9 AM and 3 PM., deposited in our box in the bottom of the mail box, or emailed to edenvillasoffice.org.

If during any meeting, a question is presented to the Board without following this procedure, it will be taken under advisement until the next regular meeting where a written response will be provided.

The question and reply will be placed in office file labeled Homeowner's Questions for future reference. All documentation requested by the interrogator to accompany the answer will be charged at the rate of \$1.00 per page, paid in advance of the response.

Approved; October 4, 2018 Eden Villas Board of Directors

President Jim Gunter



Put a Web Site

Eden Villas Board Member Research

Home Owner Name: _____

Address: _____

Best Contact Number: _____

Question or Information Requested (Please be as specific as possible): _____

Received By: _____ Date: _____

Research Completed By: _____ Date: _____

Please Note: To provide correct and accurate information to homeowners' questions regarding specific subjects that require research and documentation of facts the board will require a minimum of ten (10) days to adequately research and provide answers. Inquiries may be presented to the Eden Villas office on Mary Vann Lane on Monday, Wednesday, and Thursday between 9am and 3pm, deposited in the bottom of our mail box, or emailed to edenvillasoffice.org.

The question and reply will be placed in office file labeled Homeowner's Questions for future reference. All documentation requested by the interrogator to accompany the answer will be charged at the rate of \$1.00 per page, paid in advance of the response.

Approved; October 4, 2018 Eden villas Board of Directors