

I'ON ANNUAL BOARD TRANSITION POLICY

2 WEEKS BEFORE ELECTION

- Retiring board members hand in orientation books (to update for new members)

ELECTION NIGHT

- Book Executive Session for orientation including nominations for positions

ONE DAY AFTER ELECTION

- Manager emails new board member pkg.
 - Annual meeting/report preliminary schedule
 - Job descriptions /responsibilities for officer, chair and liaison positions
 - Conflict of Interest and code of ethics for board members
 - Specifics in I'On governing docs pertaining to the board
 - Bylaws: Article III & IV & V and any amendments
 - Covenants, Conditions & Restrictions: Art. II -102 Organization & Operations of the Assembly; Art. III -102, 103. Rulemaking Authority and Procedures; Art. IV -102 IDC. Art VI -104 Damage to Commons; Art. IX -104 Assembly Related Rights and Obligations.
 - Board Policies
 - Elaine Fowler's 'Governance: Common Pitfalls and Best Practices'

WITHIN 10 DAYS AFTER ELECTIONS

- Executive Session Orientation Meeting
 - Sign Conflict of Interest policy.
 - Overview of Fiduciary Responsibility
 - Function and hierarchy of HOA governing docs
 - Homeowners' rights and responsibilities
 - How the courts interpret fiduciary responsibility
 - Nomination of officers, committee chairs and liaisons.
 - Outline lines of communications w Mgr., Atty., TOMP, bulletin board policy.
 - Distribute hard copy of governing documents including parliamentary procedures for monthly board meetings.
 - Live view of website board logins, searching archives and specific board features. Show CAI access.

WITHIN 1 WEEK AFTER ORIENTATION/POSITION SELECTIONS ARE DONE

- Prior board members meet with new counterpart officer and/or committee chairs/liaisons.
 - Status summary on current projects
 - Update on committee members
 - Outstanding issues which need to be addressed
 - Brainstorm for future
 - Prior Bd. President hand over of the attorney-client privileged file.

FIRST BOARD MEETING

- Vote to confirm officers, committee chairs and liaisons
- Vote to confirm monthly meeting schedule

This is to certify that the Board of Directors adopted this resolution effective **March 27, 2014** until such date as it may be modified, rescinded or revoked.