

**CORPORATE RESOLUTION OF THE  
MAINLANDS SEVEN MAINTENANCE CORPORATION, INC.**

WHEREAS, Mainland Seven Maintenance Corporation Inc. (hereafter referred to as "Association") is the corporate entity charged with the maintenance, management and operation of The Mainlands of Tamarac Lakes Seventh Section; and

WHEREAS, the Board of Directors (hereafter referred to as "Board") is responsible for the day to day operation of the community and the Association; and

WHEREAS, the Bylaws of the Association provide that the Officers of the Association (President, Vice President, Secretary and Assistant Secretary and the Treasurer and Assistant Treasurer) have specific assignments outlined in the Bylaws, the Directors-at-large have no specific written responsibility other than serving on the board; and

WHEREAS, the Board of Directors believe that each director as opposed to officer should be asked to perform specific duties to aid the Board, therefore it is necessary to outline certain responsibilities for each of the five directors-at-large to share the load of responsibilities of the Board, and moreover so that each director-at-large will have a structured function on the Association Board of Directors.

NOW, THEREFORE, it is hereby resolved as follows:

Each director on the board must have a specific duty and must be willing to learn the duties of that office, including the operation and mechanics of operation, with the aim of becoming fluent and able to handle individually his or her responsibilities, and also manage and monitor any vendors work. The director will select a committee from the membership to work with him. A committee member may ultimately learn to perform the duties of the Committee Chairman and become the future director. The director will report the status and progress of his committee at each board and general meeting.

All work on each job assignment will become the sole responsibility of the director. All work should be done with his or her knowledge in order to centralize control. All contracts must be initiated by the director and approved by the board. Finally to become a valid contract, the director must sign the contract and then be countersigned by the president. All inquires, complaints, etc. must be directed to the responsible director.

**Directors Assignments**

1. Interior Clubhouse Area  
(Supervise maintenance, cleaning services and general supplies, outside pool furniture)
2. A - Swimming Pool, Pool Maintenance and Records  
(Including pump and filter house and heat pumps)  
B - Shuffleboard Equipment and Area Maintenance
3. Roof Program also General Painting and Outside Clubhouse Maintenance  
(Including surfaces around the pool, work shop and shuffleboard area)
4. Grass Cutting and Trimming Services  
Sprinkler Services  
Fertilization and Weed Control
5. General Security of Clubhouse

NOTE: These assignments are supervisory only. Persons are not expected to do the work but to supervise and observe that the work is carried out satisfactorily and as contracted or specified. The duties of the directors need not be limited to the preceding responsibilities but may be expanded, reduced or further refined to better fit changing circumstances. Each director should select assistants to help with the duties being performed, with the aim of training those assistants to become future directors. The director will act as the chairperson of the group and will serve on the Board and report the status of his committee at the Board meetings. All complaints by homeowners should be in written form or presented at a General Meeting. The person complaining should inform the Secretary of the desire to speak prior to the meeting, and designate the subject to be presented, so that his or her name may be placed on the agenda for the meeting.

This Resolution was considered at a duly noticed Board meeting held on \_\_\_\_\_, 1997.  
There were \_\_\_\_\_ votes in favor and \_\_\_\_\_ votes opposed.

Mainlands Seven Maintenance  
Corporation, Inc.

By : \_\_\_\_\_  
Robert Roberts, President

Attest : \_\_\_\_\_  
Secretary