DOUBLE R RANCH ASSOCIATION

BOOK OF RESOLUTIONS

INTRODUCTION

This Book of Resolutions constitutes the "separate Book of Resolutions containing copies of resolutions of the Board intended to have ongoing or permanent effect" described in Section 6.6 of the Bylaws of the Association. The format for this Book was prescribed by the Board of Directors in Administrative Resolution No. 02-001, the text of which appears in Section 2 of this Book.

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PART 1

POLICY RESOLUTIONS

"Policy Resolutions" are resolutions adopted by the Board of Directors which specifically relate to the long-term governance of the Association, including but not limited actions affecting Owners' property rights, actions affecting Owner' obligations to the Association, and protection of the equity of the Association and Owners. Common examples of Policy Resolutions are resolutions adopting or amending Rules and Regulations, or resolutions approving amendments to the Declaration of Covenants, Articles of Incorporation or By-Laws.

DOUBLE R RANCH ASSOCIATION

DUE'S BILLED POLICY - RESOLUTION # 01 – 001

PURPOSE: To establish and define policy regarding Double R Ranch Association Dues Assessment policy.

WHEREAS, pursuant to Section 8.1 of the Bylaws of the Association, the Board has the authority to institute the following "Board/Owner Due's Policy".

WHEREAS, Effective, April 6th, 1999 Board of Directors made the following declaration:

NOW, THEREFORE, BE IT RESOLVED:

1. Lots on the Double R Ranch are designated by lot number as per our plat map.

2. Lots are 20,000 square feet as indicated on our map as ½ acre lots or 40,000 square feet as indicated on our map as 1 acre lots.

3. Lots will be billed in the following manner:

   A. One acre lots with 0-1 Residence – 1 due billed

   B. ½ acre lots with 0-1 Residence – 1 due billed

   C. Two acre lots adjoining with 0-1 residence – 1 due billed

   D. Any holding by an owner or owners that does not fall into these three (3) categories will pay an additional due.

The Secretary of the Association is directed to place a copy of this Resolution in the Association's Book of Resolutions, as required by Section 6.6 of the Bylaws of the Association.

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DATE OF ADOPTION:

April 6th, 1999

ATTEST:

SECRETARY

Amended:

March 16th, 2005

DOUBLE R RANCH ASSOCIATION

DELINQUENT ACCOUNTS POLICY RESOLUTION # 01 - 002

PURPOSE: To establish a policy regarding Double R Ranch Association "Delinquent Member Dues Accounts."

WHEREAS, Double R Ranch Board of Directors identified the need to establish a policy for handling delinquent dues accounts.

WHEREAS, pursuant to Section 8.1 of the Bylaws of the Association, the Board has the authority to institute the following "Delinquent Account Policy".

NOW, THEREFORE, BE IT RESOLVED:

Effective August 7, 2000 the Board of Directors made the following declaration with regard to Delinquent Accounts and the actions to be taken.

1. If payment of dues has not been received for over two months (**60 days**), notice will be sent notifying the owner that he/she is delinquent in their dues and if payment is not received by the last day of the current month, interest will be charged to the account. Late charges will be applied each month.

2. If payment of dues has not been received for over three months (**90 days**), and no contact from the owner has been made to the Board, interest will be charged (12% per annum as stated in the By-laws) from the date of delinquency on the full amount due. A letter will be sent informing the owner of this action.

3. If full payment of dues and associated charges has not been received by the fourth month (**120 days**), the secretary will bring this to the attention of the Board of Directors during the Executive session of the Board of Directors meeting. They will decide what action is to be taken. Interest will continue to accrue.

4. If payment of dues has not been received by the fifth month (**150 days**) and no contact from the owner has taken place, a letter will be sent (including statement) showing accrued interest and late charges. The amount required to bring the account current will be included in the letter. The owner will be advised that if the required payment is not received, legal action may be taken. This action will be in the form of a lien against the property. All costs the Ranch incurs in this process will be charged to the owner.

5. If the total amount in dues, fees and assessments is equal to six months (**180 days**) dues or more, the account may then be turned over to the Ranch Attorney and all costs incurred by the Ranch in these actions will be charged to the owner. Foreclosure will be as pertaining to the laws of the State of Washington and at such time as prescribed by law.

The Secretary of the Association is directed to place a copy of this Resolution in the Association's Book of Resolutions, as required by Section 6.6 of the Bylaws of the Association.

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Continued on Page 2

DATE OF ADOPTION:

August 7th, 2000

Amended:

August 18th, 2004

March 16th, 2005

ATTEST:

SECRETARY

DOUBLE R RANCH ASSOCIATION

DUES LATE CHARGE POLICY - RESOLUTION # 01 - 003

PURPOSE: To establish a member dues late charge policy.

WHEREAS, It was determined at the November 13, 2001 Board of Directors Meeting that late Charges will begin to be assessed on overdue accounts effective January 1, 2002 as per the Bylaws, paragraph 7.5 which state:

WHEREAS, pursuant to Section 8.1 of the Bylaws of the Association, the Board has the authority to institute the following Late Charge Policy.

NOW THEREFORE BE IT RESOLVED:

LATE CHARGES AND INTEREST:

The Board may impose and collect reasonable late charges to encourage prompt payment of Assessments. Until changed by resolution of the Board with advice of counsel, the Board may collect a late charge when any Assessment or installment thereof is received by the Association more than fifteen (15) days beyond the due date of such Assessment or installment, in an amount not to exceed the greater of $25.00 or ten percent (10%) of the amount of said assessment or installment. Delinquent Assessments shall bear interest from the date of delinquency at a rate of 12% per annum, or the maximum rate permitted under RCW 19.52.020 on the date on which the Assessments become delinquent.

It is the determination of the Board of Directors that all Association Dues payments are to be billed on a yearly basis. Payment of this assessment is due on January 1st. It has been the policy of the Association to allow owners to pay on an installment basis. These installments are bi-annually, quarterly, bi-monthly and monthly. In each of these installment plans the amount is due on the first day of each month of the agreed installment plan.

INSTALLMENT PAYMENT PLAN EXAMPLE

BI-ANNUAL	QUARTERLY	BI-MONTHLY	MONTHLY
1ST Due: January 1 2nd Due: June 1	1st Due: January 1 2nd Due: April 1 3rd Due: July 1 4th Due: October 1	1st Due: January 1 2nd Due: March 1 3rd Due: May 1 4th Due: July 1 5th Due: September 1 6th Due: November 1	Payments are due the 1st of each month of the calendar year starting January 1.

Dues and assessments not received by the 15th of the month that they are due will be charged a late fee of $15 per each month that they remain unpaid.

(Continued on page 2)

The Secretary of the Association is directed to place a copy of this Resolution in the Association's Book of Resolutions, as required by Section 6.6 of the Bylaws of the Association.

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DATE OF ADOPTION:

November 13th, 2001

Amended

August 18th, 2004

March 16th, 2005

ATTEST:

SECRETARY

DOUBLE R RANCH ASSOCIATION

FARM ANIMAL POLICY RESOLUTION # 01 - 004

PURPOSE: TO ESTABLISH A FARM ANIMAL POLICY

The Board of Directors of the Association, acting without a meeting but by the unanimous written consent of the Board adopts the following Resolution.

WHEREAS, The membership of the Double R Ranch, by ballot both proxy and in person, on November 17, 2001 did vote in the affirmative to not allow farm animals on any lot in the Double R Ranch with the exception of horses, which may be housed on one acre lots.

WHEREAS, pursuant to Section 4.4 of the Bylaws of the Association, the Board has the authority to institute the following Farm Animal Policy.

NOW, THEREFORE, BE IT RESOLVED:

1. No Farm animals will be allowed on any lot with the single exemption of horses which may only be housed on one acre lots.

The Secretary of the Association is directed to place a copy of this Resolution in the Association's Book of Resolutions, as required by Section 6.6 of the Bylaws of the Association.

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DATE OF ADOPTION:

November 17, 2001

Amended

March 16th, 2005

ATTEST:

SECRETARY

DOUBLE R RANCH ASSOCIATION

BOARD VOTING POLICY - RESOLUTION # 01 – 005

PURPOSE: To establish a Board Voting Policy

WHEREAS, It was determined at the October 14, 2003 Board of Directors Meeting that a policy regarding allowing the President to vote and break a tie was needed.

WHEREAS, pursuant to Section 8.1 of the Bylaws of the Association the Board has the authority to institute the following Board Voting Policy.

NOW, THEREFORE, BE IT RESOLVED:

1. When the number of Directors present at a meeting is odd and everyone votes other than the President, a tie will allow the President to vote and break the tie. If the number of Directors present is even, and everyone votes, it is possible to not have a tie, but also not have a majority vote. Seeing that this could cause a breakdown in the Board's ability to conduct business the Board decided at the meeting held 14 October, 2003 to have the following policy be put into effect:

The President may vote at Board Meetings if the total number of Directors on the Board is even or if the number of Directors actually present at the meeting is even in order that the tie may be broken.

The Secretary of the Association is directed to place a copy of this Resolution in the Association's Book of Resolutions, as required by Section 6.6 of the Bylaws of the Association.

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DATE OF ADOPTION:

October 14th, 2003

Amended:

March 16th, 2005

ATTEST:

SECRETARY

DOUBLE R RANCH ASSOCIATION

ROAD DAMAGE CONSTRUCTION DEPOSIT POLICY RESOLUTION # 01 - 006

PURPOSE: To establish a $500 Road Damage Deposit for all Owners commencing "New Construction and/or Improvements" to their property to cover road damage caused by heavy equipment.

WHEREAS, the Board of Directors recognizing the need for a deposit for road damages caused by construction equipment made the following declaration.

WHEREAS, pursuant to Section 8.1 of the Bylaws of the Association the Board of Directors has the authority to institute the following "Road Damage Construction Deposit" Policy.

NOW, THEREFORE, BE IT RESOLVED:

1. The Board of Directors has written the following "Road Damage Construction Deposit Policy which shall apply to any owner who begins construction of any permanent building, structure or fence and having already complied with the related Construction Improvements Policy as outlined in the Amended & Restated Declaration of Covenants for Double R Ranch, Construction/Improvements Page 2 and Article III, 3.1 "Construction of Improvements" and Page 3, Article 3.2 Approval by Board of Directors".

2. Addendum: In addition, any lot maintenance or upgrades that require the use of equipment that poses a risk to the integrity of the roads will also require the above stated deposit. The deposit will be refunded upon completion of the project.

3. The deposit for the above shall be in the amount of Five Hundred Dollars ($500), This will be held until verification of project completion. Cash must have a receipt.

3. To receive a refund of the Damage Deposit the owner must first notify the Ranch office that construction and/or improvements are completed. An inspection by the appropriate Board member and/or Maintenance Personnel will be done. Provided they find no damage the owners request for return of his/her check for deposit will honored.

3. Owners are asked to expect some delay as the appropriate form in addition to the monies must be approved and signed before being released.

4. All damage deposit checks or receipts must be photocopied and signed for on the appropriate form in the presence of either a Director or the office secretary. This process can be done in person or by US Mail.

The Secretary of the Association is directed to place a copy of this Resolution in the Association's Book of Resolutions, as required by Section 6.6 of the Bylaws of the Association.

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DATE OF ADOPTION:
November 11th, 2003
August 18th, 2004

ATTEST:
SECRETARY

Amended:
April 21st, 2004
March 16th, 2005

** See Application for Construction Approval Form
Note: This document is a result of combining two previous policies into one.

DOUBLE R RANCH ASSOCIATION

APPLICATION FOR CONSTRUCTION APPROVAL

To: _____

Address: _____

_____

_____

Lot #: _____

Fax#: _____

Please be advised that your building plans for the above referenced Lot have been accepted, subject to the following:

Also, be advised that we make no commitment or representation that we have made a decision on the legality or appropriateness of the development but are simply accepting the County's approval as proof and the County's inspection as proof or compliance along with our perusal of road condition prior and following construction completion.

Dated: _____

Double R Ranch Association
Board of Directors

BY: _____ _____
Name

DOUBLE R RANCH ASSOCIATION

HORSE PASTURE USAGE POLICY - RESOLUTION # 01- 007

PURPOSE: TO ESTABLISH A "HORSE PASTURE" USAGE POLICY.

WHEREAS, It was determined at the April 2, 2002 Board Meeting that the horse pasture fence needed to be electrified. The Board voted to purchase a box to electrify the fence.

WHEREAS, pursuant to Section 8.1 of the Bylaws of the Association, the Board has the authority to institute the following "Horse Pasture Usage" Policy".

NOW THEREFORE BE IT RESOLVED:

1. This policy pertains to any owner that houses their horse/s on the Ranch Common Pasture.

2. The owner of the horse will be charged a yearly fee of $50.00. This is to offset the cost of the electrical equipment/electricity, water and field mowing.

3. Horse Pasture Owner Use Agreement must be followed for horses to be housed on the common area known as the "Horse Pasture".

The Secretary of the Association is directed to place a copy of this Resolution in the Association's Book of Resolutions, as required by Section 6.6 of the Bylaws of the Association.

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DATE OF ADOPTION:

April 2nd, 2004

Amended

August 18th, 2004

March 16th, 2005

Attachment(s):

Board Minutes – April 2nd, 2002

Board Minutes – August 18th, 2004

Horse Pasture Owner Use Agreement

ATTEST:

Barbara Taylor
SECRETARY

DOUBLE R RANCH ASSOCIATION

HORSE PASTURE OWNER USE AGREEMENT
(To be used in conjunction with the Horse Pasture Usage Policy 01-007)

PURPOSE: TO ESTABLISH RULES AND REGULATIONS FOR THE PASTURAGE OF HORSES ON THE COMMON AREAS OF THE DOUBLE R RANCH.

WHEREAS, It was determined at the June 23, 2000 Board Meeting that there needed to be rules and regulations established for the pasturage of horses on the common areas of Double R Ranch.

The following "Horse Pasture Agreement" has been approved and adopted by the Board of Directors.

1. Owner must provide current **proof of homeowner's liability insurance,** with the Double R Ranch Association as second insured.

2. Owner must provide upon request current health and vaccination certificate. Owner must provide information for veterinarian and Ferrier in case of emergency.

3. Owner must provide at own expense a sturdy, well kept shelter for their horse(s) in keeping with Whatcom County regulations.

4. Water must be available at all times for pastured horses.

5. Horses' diet must be supplemented with hay and/or grain, since the pasture provides very little nutrition.

6. Owners must keep hooves trimmed and supply horses with fly treatment.

7. Owners shall provide their own fencing. Maintenance of fences and fields will be the responsibility of the horse owners.

To insure that animals kept on the Double R Ranch are properly cared for, the Ranch reserves the right to call in a licensed veterinarian to examine any animal in question to determine if said animal is in good health. The cost of this examination will be billed to the owner if the animal is found to be ill, injured, neglected, or in need of treatment. The owner will be notified prior to calling the veterinarian. They will be given 48 hours to take action. If the animal is determined to be in need of treatment, the owner will be given a warning. If the owner does not begin an appropriate treatment within 48 hours, the Ranch shall contact the Humane Society. If at any time an owner has been remiss in these regulations, or has been determined as cruel or neglectful, the Board of Directors will make a written complaint to the Humane Society.

I agree, as owner of the horse(s) known as _____, to the rules and regulations and policies stated above. I also agree that if requested to remove my horse(s) from the common area, I will do so in a timely manner.

OWNER:_____ **Lot #** _____ **Dated:** _____

DOUBLE R RANCH ASSOCIATION

RECEIPT OF GOVERNING DOCUMENTS POLICY RESOLUTION # 01 - 008

PURPOSE: To establish a policy assuring that all new Owner's received a copy of all Governing Documents concerning the Double R Ranch Association.

WHEREAS, pursuant to Section 8.1 of the Bylaws of the Association, the Board of Directors has the authority to institute the following "Receipt Governing Documents Policy" Resolution.

WHEREAS, a policy resolution is required to assure that all new owners receive a copy of all governing documents of the Double R Ranch Association.

NOW, THEREFORE, BE IT RESOLVED:

1. The Board of Directors requires that all new owners review and sign for receipt all governing documents of the Double R Ranch Association upon receipt. A form will be provided in all new member packets or through escrow for owners to return to the Ranch office.

2. The governing documents consist of the Amended Covenants, By-Laws, Rules and Regulations Book of Resolution to date.

3. Mail box keys will be withheld until Double R Ranch Association has received the attached signed form in the Ranch Office.

The Secretary of the Association is directed to place a copy of this Resolution in the Association's Book of Resolutions, as required by Section 6.6 of the Bylaws of the Association.

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DATE OF ADOPTION:

August 18th, 2004

ATTEST:

Barbara Taylor
SECRETARY

Amended:

March 16th, 2005

Receipt of Governing Documents Form (Requires Owners Signature)

DOUBLE R RANCH ASSOCIATION

RECEIPT OF GOVERNING DOCUMENTS FORM

The Board of Directors requires all new owners be given photocopies, in packet form, of all Ranch governing documents. In addition the Board of Directors has requested that said owners review the above mentioned documents and provide this signed form as proof of receipt/review.

If you have any questions concerning these documents please contact a Director or the office secretary for clarification.

If you have any questions concerning these documents please contact the office personnel for clarification. Office information is as follows:

Hours: Monday and Friday - 11:00 AM to 3:00 PM
Telephone/Fax #: (360) 325-8060
Email: doublerranchassn@att.net

Please include your mailing address and telephone number in the space provided below.

_____ _____
Owner Date

_____ _____
Owner Date

Mailing Address _____

_____

Telephone: _____

Email: _____

DOUBLE R RANCH ASSOCIATION

DUE'S PAYMENT POLICY RESOLUTION # 01 - 009

PURPOSE: To establish and define policy regarding Double R Ranch Association Dues payment procedures.

WHEREAS, The Board of Directors made the following declaration with regard to dues payments and where and how they can be received.

WHEREAS, pursuant to Section 8.1 of the Bylaws of the Association, the Board has the authority to institute the following "Board/Owner Due's Policy".

NOW, THEREFORE, BE IT RESOLVED:

1. A Double R Ranch Board member will not personally accept any Ranch Dues payments from any Owners. All payments must be made through the Double R Ranch Office either by US Mail or in person.

2. Receipts for the dues paid will be written in the Ranch Office only.

The Secretary of the Association is directed to place a copy of this Resolution in the Association's Book of Resolutions, as required by Section 6.6 of the Bylaws of the Association.

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DATE OF ADOPTION:

March 16th, 2005

Amended:

_____, 20__

ATTEST:

SECRETARY

DOUBLE R RANCH ASSOCIATION

TRAFFIC VIOLATIONS POLICY RESOLUTION # 01 - 010

PURPOSE: Adopt a "Fine Schedule" for Traffic Violations within Double R Ranch.

WHEREAS, Owners and occupants of Double R Ranch have been endangered by persons speeding and failing to stop at posted stop signs on the private roadway system in Double R Ranch.

WHEREAS, Section 1.9 of the Covenants of Double R Ranch empowers the Association control the private roadways in Double R Ranch, and Section 7.1 of the Bylaws of the Association empowers the Board of Directors to maintain and enforce the Covenants.

WHEREAS, The Board believes that in order to protect the safety of the Owners and occupants of Double R Ranch, it is appropriate to expressly prohibit speeding and failing to stop at posted stop signs on the private roadway system in Double R Ranch.

WHEREAS, Section 7.6 of the Bylaws of the Association authorizes the Board to impose and collect reasonable fines against Owners for violations of the Governing Documents of the Association, in accordance with a schedule of fines to be adopted by the Board.

WHEREAS, The Board believes that in order to protect the safety of the Owners and occupants of Double R Ranch, it is appropriate to adopt a schedule of fines related to speeding and stop sign infractions in Double R Ranch.

NOW, THEREFORE, BE IT RESOLVED:

1. Speeding, which is defined as operating a vehicle at any speed exceeding the posted speed limit, and failing to stop at posted stop signs in Double R Ranch is declared to be a nuisance and is prohibited.

2. "Whatcom County Sheriff's Department Fine Schedule" shall be adopted as the Fine Schedule for the Double R. Ranch Homeowners Association with regard to Speeding and Stop Sign violations.

Fine Schedule

Offense	Total Fine
Speeding Violation	
1-5 Over	$91.00
6-10 Over	$101.00
11-15 Over	$132.00
16-20 Over	$178.00
21-25 Over	$224.00
26-30 Over	$276.00
31-35 Over	$327.00
36 and Over	$388.00
Non- Stop @ Stop Sign	
Non Stop	$101.00
Non Stop @ School Bus	$350.00

Vehicle speed will be determined by the use of Radar.

The Secretary of the Association is directed to place a copy of this Resolution in the Association's Book of Resolutions, as required by Section 6.6 of the Bylaws of the Association.

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DATE OF ADOPTION:

March 29, 2005

Amended:

_____, ____

ATTEST:

SECRETARY

PART 2

ADMINISTRATIVE RESOLUTIONS

"Administrative Resolutions" shall mean and refer to those resolutions adopted by the Board with respect to internal operation and structure of the Association, including but not limited to: Financial procedures, establishment of or designation of members or duties of committees, establishing specific duties for officers of the Association and the like.

DOUBLE R RANCH ASSOCIATION

ADMINISTRATIVE RESOLUTION # 02 - 001

PURPOSE: TO ESTABLISH BOOK OF RESOLUTIONS

(Identifying Types of Board Resolutions and Prescribing Manner of Preparation and Indexing)

WHEREAS, Section 6.6 of the Bylaws recommends that the Secretary of the Association maintain a separate "Book of Resolutions" containing copies of resolutions of the Board intended to have ongoing or permanent effect: and

WHEREAS, Section 8.4.2 of the Bylaws requires the Secretary to maintain the Book of Resolutions among the Association's permanent records: and

WHEREAS, it is the intent of the Board of Directors to cause such a Book of Resolutions to be kept in addition to the customary Minute Book, and to define and organize the contents of such book, and therefore

NOW THEREFORE, BE IT RESOLVED

I. That the Association through its Secretary, shall create and maintain a Book of Resolutions which shall be an orderly and indexed record of the Rules and Regulations of the Association and of the resolutions that are adopted by the Board, or by the Association, or in some cases by a Committee of the Board. The Book shall be indexed by category: specifically Policy Resolutions, Administrative Resolutions. Special Resolutions and General Resolutions, as described below:

1. BOOK FORMAT - TYPES OF RESOLUTIONS.

The Book of Resolutions shall be composed of four main sections: One for Policy Resolutions, one for Administrative Resolutions, one for Special Resolutions and one for General Resolutions. Such resolutions shall be arranged in each section in chronological order based upon the respective dates of their adoption. Following the last section of the Book of Resolutions there may appear an alphabetical index and an index to topics. These resolutions shall be categorized as follows:

A. "**Policy Resolutions**" shall mean and refer to resolutions adopted by the Board of Directors which specifically relate to the long-term governance of the Association. Including but not limited to actions affecting Owners' property rights, actions affecting Owners' obligations to the Association and protection of the equity of the Association and Owners. Common examples of Policy Resolutions are resolutions approving amendments to the Declaration of Covenants, the Articles of Incorporation or Bylaws of the Association or resolutions adopting or amending Rules and Regulations. The original copies of all Policy Resolutions shall be placed in chronological sequence in Part I of the Book of Resolutions and copies thereof shall be attached to the Minutes of the meeting at which they were adopted.

B. "**Administrative Resolutions**" shall mean and refer to those resolutions adopted by the Board with respect to the internal operation and structure of the Association including but not limited to: financial procedures, the establishment of or designations of members or duties of Committees.

C. "**Special Resolutions**" shall include: (1.) Those resolutions adopted by the Board of Directors or the Covenants Committee involving questions of compliance by an Owner with the provisions of the Homeowners Association Act, the Governing Documents or the Book of Resolutions; such resolutions include those which impose a fine against an Owner, which suspend any Owner's rights or privileges in the Association, which refer such questions to the Association's attorneys, or which deal with similar or related matters; and (2) those resolutions adopted by the Covenants Committee in the course of issuing an interpretation of the Governing Documents, pursuant to Section 5.13 of the Bylaws. The original copies of all Special Resolutions shall be placed in chronological sequence in Part III of the Book of Resolutions and shall be attached to the Minutes of the meeting at which they were adopted.

D. "**General Resolutions**" shall mean and refer to those resolutions adopted by the Board which relate to specific expenditures, single task actions and other such general matters of the Board which have no continuing, far-reaching or precedent-setting implications. The original copies of all General Resolutions shall be placed in chronological sequence in Part IV of the Book of Resolutions and copies thereof shall be attached to the Minutes of the meeting at which they were adopted.

II. DEFINITIONS:

This Book of Resolutions shall incorporate by reference all definitions contained in the Homeowners Association Act and the Governing Documents. The terms defined below are also used in the Book of Resolutions, and shall be deemed to be incorporated into all further Resolutions adopted by the Board or the Association membership:

A. "Association" refers to the Owners Association of this Community.

B. "Board" refers to the Board of Directors

C. "Governing Documents" shall refer to the Declaration of Covenants, the Articles of Incorporation and Bylaws of the Association and the Book of Resolutions collectively, as the same may from time to time be amended or changed by a Policy Resolution of the Board of Directors.

D. "Homeowners Association Act" or "Act" shall refer to RCW 64.38, et seq.

E. "Owner" or "Owners" as the context may require, shall refer to Unit Owners, members of their families, their guests, tenants, employees and invitees.

III. FORMAT OF RESOLUTIONS.

The format of resolutions adopted at a duly constituted meeting of the Board at which a quorum was present shall generally conform to the format set out on the attached Exhibit A. The format for resolutions adopted by unanimous written consent shall generally conform to the format set out on the attached Exhibit B.

IV. SECRETARY RESPONSIBLE FOR MAINTENANCE

The Secretary shall be responsible for maintaining the Book of Resolutions, and for providing to the Owners appropriate and prompt notice of any additions or changes.

V. INSPECTION

The Book of Resolutions shall remain the property of the Association, but shall be made reasonably available for the examination and copying by the Association's Manager, any Owner or the Owner's authorized agents, or a representative of any of the project's Mortgagees upon request, during normal business hours. The Association may impose and collect a reasonable charge for copies and any reasonable costs incurred by the Association in providing access to such records.

VI. CONFLICTS

Where the Book of Resolutions conflicts with the Act or the Governing Documents, those documents shall prevail, according to the following hierarchy: The Act, the Declaration of Covenants, the Articles of Incorporation, the Bylaws, and the Book of Resolutions.

VII. METHOD OF ADOPTION

All resolutions shall contain their date of adoption, along with an indication of whether they were adopted at a regular or a special meeting of the Board or by written consent as provided in Section 5.3.7 of the Bylaws.

VIII. DURATION

All Policy Resolutions and Administrative Resolutions shall remain permanently in full force and effect and shall be perpetually maintained among the permanent records of the Association in the Book of Resolutions unless and until specifically modified, repealed or revoked by further resolution of the Board or the Association. General Resolutions and Special Resolutions may be purged not earlier than seven years following their adoption.

IX. AMENDMENT

The Association reserves the right to alter, amend, modify, repeal or revoke any provisions set forth in the Book of Resolutions at any time by resolution of the Association or the Board of Directors.

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DATE OF ADOPTION:

March 16th, 2005

ATTEST:

SECRETARY

DOUBLE R RANCH ASSOCIATION

BILL APPROVAL ADMINISTRATIVE RESOLUTION # 02 - 002

PURPOSE: To establish a policy concerning bills submitted for payment to Double R Ranch.

WHEREAS, a policy resolution is required to provide clear guidelines for approving bills submitted to Double R Ranch Association for payment.

WHEREAS, pursuant to Section 8.1 of the Bylaws of the Association, the Board of Directors has the authority to institute the following "Bill Approval Administrative Policy Resolution.

NOW, THEREFORE, BE IT RESOLVED:

1. It is required before payment of any bill received by the treasurer that the person responsible for that bill initial the bill and return it to the Treasurer for payment.

2. This will give the Chairperson of a committee an idea of how much money is being spent from his/her account.

3. Regular monthly expenses such as insurance, streetlights, etc., will not require a signature.

4. A one time expense for the Ranch such as a new fence, playground equipment, etc. will be initialed by the President.

The Secretary of the Association is directed to place a copy of this Resolution in the Association's Book of Resolutions, as required by Section 6.6 of the Bylaws of the Association.

* * * * * * * * * * * *

DATE OF ADOPTION:

July 11th, 2000

Amended:

March 16th, 2005

ATTEST:

SECRETARY

DOUBLE R RANCH ASSOCIATION

SIGNATURE AUTHORITY ADMINISTRATIVE - RESOLUTION #02-003

PURPOSE: To establish signature authority for the current President of the Ranch Association to conduct Ranch Business.

WHEREAS, a resolution is required to inform other entities that the President of the Double R Ranch Association has the sign legal documents for the membership.

WHEREAS, pursuant to Section 8.1 of the Bylaws of the Association, the Board of Directors has the authority to authorize the President of the Association to conduct Ranch Business duly approved at a Regular Board Meeting.

NOW, THEREFORE, BE IT RESOLVED:

1. That the current President is authorized to take any action by signature that has been authorized by a regularly passed motion in a regular or special Board meeting and that signature shall be binding on the Association.

The Secretary of the Association is directed to place a copy of this Resolution in the Association's Book of Resolutions, as required by Section 6.6 of the Bylaws of the Association.

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DATE OF ADOPTION:

January 2nd, 2001

Amended:

March 16th, 2005

ATTEST:

SECRETARY

DOUBLE R RANCH ASSOCIATION

"EMPLOYEE HIRING" POLICY - RESOLUTION NO. 02-004

PURPOSE: To establish a policy regarding Double R Ranch Association "Hiring Employees."

WHEREAS, pursuant to Section 8.1 of the Bylaws of the Association, the Board has the authority to institute the following "Board/Owner Due's Policy".

NOW, THEREFORE, BE IT RESOLVED:

1. No Director shall work in any Ranch paid position as an employee and/or contractor. Ranch employment and/or contract work shall be first advertised to the ownership via posting on Ranch bulletin board for a minimum of two weeks prior to hiring, or advertising for outside sources.

2. Spouses and/or other family members of a Director may be equally considered for paid positions provided that Director is not the immediate supervisor of the spouse and/or family member. This policy supersedes any existing Hiring Policy or Resolution subject to Ranch By-Laws for compliance.

3. Upon request by a Director or member of a specified Hiring Committee, an employee criminal background check may be ordered from the Washington State Patrol.

4. A hiring committee shall be formed consisting of at least one Officer of the Board of Directors, the Director who is serving as chairperson of the relevant position, and an owner or other committee member also relevant to position. This committee will meet to create an announcement, conduct interviews, discuss rate of pay, and review duties of the employee/contractor, to be submitted to and for approval by the Board of Directors.

The Secretary of the Association is directed to place a copy of this Resolution in the Association's Book of Resolutions, as required by Section 6.6 of the Bylaws of the Association.

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DATE OF ADOPTION:

April 21st, _____, 2004

Retroactive to February _____, 2004

Amended:

March 16th _____, 2005

ATTEST:

SECRETARY

PART 3

SPECIAL RESOLUTIONS

"Special Resolutions" include: (1) those resolutions adopted by the Board of Directors or the Covenants Committee involving questions of compliance by an Owner with the provisions of the Homeowners Association Act, the Governing Documents or the Book of Resolutions; such resolutions included those which impose a fine against an Owner, which suspend any Owners rights or privileges in the Association, which refer such questions to the Association's attorneys, or which deal with similar or related matters; and (2) those resolutions adopted by the Covenants Committee in the course of issuing an interpretation of the Governing Documents, pursuant to Section 5.13.3 of the Bylaws.

DOUBLE R RANCH ASSOCIATION

"DITCH MAINTENANCE" SPECIAL - RESOLUTION #03 - 001

PURPOSE: To establish a Policy regarding Double R Ranch Association "Ditch Maintenance."

WHEREAS, It was determined by the Board of Directors on June 1, 1999 that owners will be responsible for keeping ditches and culverts clear of debris, weeds, trees, etc. from this time forward.

WHEREAS, pursuant to Section 8.1 of the Bylaws of the Association, the Board has the authority to institute the following "Ditch Maintenance Policy".

NOW, THEREFORE, BE IT RESOLVED:

1. Upon negligence of any owner in this matter the following procedure will apply:

   A. A letter will be sent to the owner notifying them that their ditch/culvert needs to be cleared. They will be given fourteen (14) days to complete this work. The Ranch can provide this service at the rate of $15/per hour, if so arranged by the owner through the Ranch office.

   B. If the owner does not respond within fourteen (14) days from the date the letter is sent, and the needed ditch work is not completed, the Ranch will assign the maintenance person the duty of clearing said ditches and/or culverts at the owner's expense.

   - The rate for this work will be $50/per hour.
   - Upon completion of this work the maintenance person will provide an accounting of time spent on the appropriate billing form and present it to the office. This amount will then be billed by letter to the owner and posted to their account.

The Secretary of the Association is directed to place a copy of this Resolution in the Association's Book of Resolutions, as required by Section 6.6 of the Bylaws of the Association.

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DATE OF ADOPTION:

June 23rd, 2000

Amended:

August 18th, 2004

September 8, 2004

March 16th, 2005

ATTEST:

SECRETARY

DOUBLE R RANCH ASSOCIATION

RECEIPT OF CORRESPONDENCE SPECIAL RESOLUTION #03 – 002

PURPOSE: To establish a policy regarding an Owner's request for a signed "Receipt" for correspondence sent or hand delivered to a Board member.

WHEREAS, Effective November 16, 2001, the Board of Directors made the following declaration:

WHEREAS, pursuant to Section 8.1 of the Bylaws of the Association, the Board has the authority to institute the following "Receipt of Correspondence Policy".

NOW THEREFORE BE IT RESOLVED:

1. All Owners requesting documentation that their "letter correspondence" was received by the Board must send such letter through the United States Post Office with a United States Post Office "Return Receipt Requested" document attached to their letter envelope.

2. Board members will not personally sign receipts for correspondence or payments hand delivered to them by Owners at the Ranch office or at their homes.

The Secretary of the Association is directed to place a copy of this Resolution in the Association's Book of Resolutions, as required by Section 6.6 of the Bylaws of the Association.

* * * * * * * * * * * *

DATE OF ADOPTION:

November 16th, 2001

Amended:

August 18th, 2004

March 16th, 2005

ATTEST:

SECRETARY

DOUBLE R RANCH ASSOCIATION

OWNER COMPLAINT SPECIAL RESOLUTION #03 - 003

PURPOSE: To establish and define policy regarding Double R Ranch Association "Owner Complaints."

WHEREAS, Effective May 6th, 2003 the Board of Directors made the following declaration with regard to Owner Complaints and the actions to be taken.

WHEREAS, pursuant to Section 8.1 of the Bylaws of the Association, the Board has the authority to institute the following "Owner Complaint Policy".

NOW, THEREFORE, BE IT RESOLVED:

1. It has become policy of the Double R Ranch Association that complaints will only be reviewed by the Board of Directors if submitted in writing. A form has been developed pursuant to this action and is available in the Ranch office.

2. For Board review and/or action, it is necessary that all such complaints be signed and dated by the complainant. All such complaint forms shall remain confidential to the best of the Board of Director's ability.

3. The Owner against whom the complaint was lodged will be notified by mail of the complaint and the nature of that complaint.

4. The Owner against whom the complaint was made may request a hearing at the next "Board of Directors" monthly meeting by calling the Ranch Office and asking to be put on the Agenda for a hearing. There is no guarantee that the Board will strike or lower the fines at this hearing. That determination will be up to the Board of Directors to determine.

5. If the owner does not request a hearing or does not appear before the Board after having requested a hearing the applicable fines will be assessed against the owner for the violation.

The Secretary of the Association is directed to place a copy of this Resolution in the Association's Book of Resolutions, as required by Section 6.6 of the Bylaws of the Association.

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DATE OF ADOPTION:

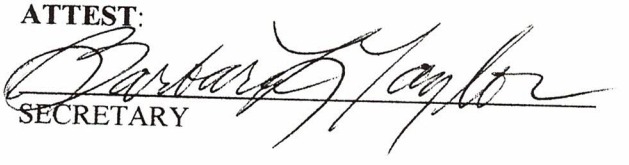
May 6th, 2003

Amended:

May 6th, 2003

March 16th, 2005

ATTEST:



SECRETARY

DOUBLE R RANCH ASSOCIATION

OWNER COMPLAINT FORM

Date:_____ Lot Number: _____

Complainants Name:_____ Telephone Number:_____

COMPLAINT INFORMATION:

Owners Name: _____ Lot Number: _____

Statement of Complaint:

_____

_____

_____

_____

_____

Signature of Complainant: _____

* *

Date Letter Sent: _____ Hearing Requested: Yes No / Owner Attended: Yes No

Board Action Taken:_____

_____

Fine Imposed: $_____

Fine Lowered to: $ _____

Fine Dismissed: _____

DOUBLE R RANCH ASSOCIATION

COVENANT VIOLATION SPECIAL RESOLUTION # 03 - 004

CONSTRUCTION VIOLATIONS POLICY

PURPOSE: To establish a $1000 fine for Owners who violate Double R Ranch Association Amended and Restated Declaration of Covenants", Page 2/Article III, 3.1 "Construction of Improvements" and/or Page 3, Article 3.2 "Approval of Board of Directors.

WHEREAS, pursuant to for the Double R Ranch, Amended and Restated Declaration of Covenants", as listed above, the Board of Directors has the authority to institute the following "Covenant Violation Construction/Improvements Fine Policy".

WHEREAS, pursuant to Section 8.1 of the Bylaws of the Association, the Board has the authority to institute the following "Construction Violation Policy"

NOW, THEREFORE, BE IT RESOLVED:

1. Pursuant to the above stated Amended and Restated Declaration of Covenants, the Board of Directors has written the following "Covenant Construction Violation Policy" which shall apply to any owner that begins construction of any permanent building, structure, or fence, without submitting an Application for Construction as stated in the Amended and Restated Declaration of Covenants as listed above.

2. The fine for the above breach of "Construction of Improvements" Covenant Page 2 and Article III, 3.1 "Construction of Improvements" and Page 3, Article 3.2" shall be in the amount of One Thousand Dollars ($1,000). A signed and dated warning letter will be sent to the owner in which the owner will be given One (1) Week from the date of the warning letter to provide the Board of Directors with the applicable documents without further penalty.

3. The Owner may request a hearing pursuant to Section 7.6 and 7.10.1 of Bylaws of the Association.

4. If the owner is not in compliance by the end of the One week grace period, the fine will be assessed in the full amount of One Thousand Dollars ($1,000).

5. Should the owner become compliant within Thirty (30) calendar days of the warning letter issue date, Five Hundred Dollars ($500) will be deducted from the fine or credited to the Owners fine account reducing the fine to a total of Five Hundred Dollars ($500).

The Secretary of the Association is directed to place a copy of this Resolution in the Association's Book of Resolutions, as required by Section 6.6 of the Bylaws of the Association.

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DATE OF ADOPTION:

November 11th, 2003

ATTEST:

SECRETARY

Amended:

March 16th, 2005

DOUBLE R RANCH ASSOCIATION

DOUBLE R RANCH TRACTOR USE SPECIAL RESOLUTION # 03 - 005

PURPOSE: To establish a Policy regarding Double R Ranch Association "Tractor Use Policy."

WHEREAS, It was determined by the Board of Directors that the Tractor owned by Double R Ranch may be used on owner's property as long as said tractor is operated by the an employee/contractor operator who works for the Ranch. Individual owners will not be allowed to use the Ranch tractor.

WHEREAS, pursuant to Section 8.1 of the Bylaws of the Association, the Board has the authority to institute the following "Tractor Use Policy".

NOW, THEREFORE, BE IT RESOLVED:

1. Owners requesting the rental of the tractor w/operator as outlined above must sign the Waiver/Indemnity Agreement before work can commence. Usage request must be submitted in writing and dated.

Tractor Rental and Labor Charges are as follows:

Tractor	$20/per hour
Operator Labor	$15/per hour

NOTE: See attached Waiver and Release of Indemnity Agreement

The Secretary of the Association is directed to place a copy of this Resolution in the Association's Book of Resolutions, as required by Section 6.6 of the Bylaws of the Association.

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DATE OF ADOPTION:

Retroactive to February, 1998

Amended:

March 16th, 2005

ATTEST:

SECRETARY

DOUBLE R RANCH ASSOCIATION

Waiver, Release & Indemnity Agreement

Tractor/Operator Rental, Other

Waiver: This absolves the double R Ranch Association from any claim by an owner when work is being done for them, by written request, on their personal property by a Ranch maintenance person who may be using Ranch equipment. This waiver includes breaks in water lines, power lines, and sewer lines. It also includes property damage such as may occur to structures and automobiles.

Parties: The parties to this agreement are the Double R Ranch Association (hereinafter referred to as Ranch), a Washington nonprofit corporation, and _____ (hereinafter referred to as Owner).

Background: Ranch owns a John Deere Model 870 Tractor, which is operated by Ranch employee. The Ranch is willing to rent said tractor and its employee to Owner according to terms and conditions specified in this agreement. However, as a condition to doing so, the Ranch requires certain assurances from Owner concerning claims for personal injury or property damage which may be asserted by Owner or third parties.

Agreement: The above parties agree to the following:

A. Owner warrants that Owner has obtained any and all necessary permits as may be required in the scope of work contemplated by Owner.

B. Ranch agrees to provide the tractor with operator, according to the terms of the separate agreement or written request between the parties.

C. The undersigned Owner agrees to indemnify defend and hold Ranch harmless from any and all claims, including, but not limited to, lawsuits which may arise out of or relate to Owner's use of said tractor. Without limiting the foregoing, this indemnity agreement specifically includes claims asserted by owner or third parties for person injury or property damage. This indemnity excludes claims resulting from any act by the Ranch, Ranch employee, or failure to act, which is negligent with respect to Owner, not in good faith, or contrary to written instructions from Owner.

D. *Defense:* In the event of litigation, Owner shall pay the cost and attorney's fees necessary to defend Ranch. In the event the Ranch expends time in its own defense, Owner shall compensate the Ranch at a reasonable hourly rate.

E. *Dispute:* In the event of a dispute regarding the terms of this agreement, the prevailing party shall be entitled costs and reasonable attorney's fees.

Date: The date of this indemnity agreement is the _____ day of _____, in the year _____. The intended rental date and time is to be specified in a written request by Owner.

Owner:_____

Ranch: *Double R Ranch Association*

By:_____

Director Signature

PART 4

GENERAL RESOLUTIONS

"General Resolutions" shall mean and refer to those resolutions adopted by the Board which relate to specific expenditures, single task actions and other such general matters of the Board which have no continuing, far reaching or precedent-setting implications. Examples include resolutions approving contracts for repairs and maintenance operations.

DOUBLE R RANCH ASSOCIATION

RETURN RECEIPT LETTER POSTAGE COST GENERAL RESOLUTION # 04 - 001

PURPOSE: To establish a policy regarding costs incurred by Double R Ranch Association for postage on "Return Receipt Requested" letters to Owners.

WHEREAS, It was determined at the November 7, 2000 Board Meeting that the cost of mailing "Registered/Return Receipt" letters to owners shall be charged to the owners account. These letters will be special mailings informing the owners of denial of Ranch privileges due to Covenants, By-Laws, Rules and Regulations violations, and delinquencies of dues etc.

WHEREAS, pursuant to Section 8.1 of the Bylaws of the Association, the Board has the authority to institute the following "Receipt of Correspondence Policy".

NOW, THEREFORE, BE IT RESOLVED:

1. The owner will be notified prior to the above letter being sent in the manner set out in the Rules and Regulations, paragraph 18, "Assessment of Fines", or as set out in Paragraph 21, "Delinquent Account Policy".

The Secretary of the Association is directed to place a copy of this Resolution in the Association's Book of Resolutions, as required by Section 6.6 of the Bylaws of the Association.

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DATE OF ADOPTION:

December 15th, 2000

Amended:

August 18th, 2004

March 16th, 2005

ATTEST:

Barbara Taylor
SECRETARY

DOUBLE R RANCH ASSOCIATION

TRANSFER FEE GENERAL RESOLUTION # 04 - 002

PURPOSE: To establish a Transfer Fee policy.

WHEREAS, It was determined at the March 17, 2004 Board of Directors Meeting that a property transfer fee of $50.00 be made Double R Ranch policy. This fee is due and payable at close of escrow.

WHEREAS, pursuant to Section 8.1 of Bylaws of the Association, the Board has the authority to institute the following Transfer Fee Policy.

NOW, THEREFORE, BE IT RESOLVED:

1. This Policy pertains to the sale of any lot on the Ranch with the exception of Ranch owned properties.

2. The above fee is to be used to cover the cost to change mail box locks, make and issue new keys, and maintenance labor costs incurred in the above action.

The Secretary of the Association is directed to place a copy of this Resolution in the Association's Book of Resolutions, as required by Section 6.6 of the Bylaws of the Association.

* * * * * * * * * * * *

DATE OF ADOPTION:

March 17th, 2004
(Retroactive 1995)
Amended

July 7th, 2004

March 16th, 2005

ATTEST:

SECRETARY

DOUBLE R RANCH ASSOCIATION

MAIL BOX KEY COPIES GENERAL RESOLUTION # 04 - 003

PURPOSE: To establish a Policy regarding replacement of lost Mail Keys.

WHEREAS, It was determined by the Board of Directors that the Ranch could not absorb the cost of replacing lost Mail Box keys for owners and therefore a policy needed to be put in place.

WHEREAS, pursuant to Section 8.1 of the Bylaws of the Association, the Board has the authority to institute the following "Mail Key Policy".

NOW, THEREFORE, BE IT RESOLVED:

1. Owners are given two Mail Box keys for access to their assigned box when they take possession of a property on the Ranch and have complied with all regulations.

2. If Owners lose their Mail Box keys, replacement keys may be obtained through the Ranch office for a fee of $35.

3. Under no circumstances will a "Master Key" for any Mail Box be given to an owner.

The Secretary of the Association is directed to place a copy of this Resolution in the Association's Book of Resolutions, as required by Section 6.6 of the Bylaws of the Association.

* * * * * * * * * * * *

DATE OF ADOPTION:

March 16th, 2005

Amended:

_____, ___

ATTEST:

SECRETARY

DOUBLE R RANCH ASSOCIATION

CONVEYANCE OF INTEREST IN LEASE LOTS GENERAL RESOLUTION #04-004

PURPOSE: To ratify agreement supporting "Conveyance of Interest in Leased Lots."

WHEREAS, Because Whatcom County has maintained that the Leased Lots in Double R Ranch were improperly created and has taken various steps to curtail the use and development of such Leased Lots, the Association has threatened the possibility of litigation against the successors in interest to the developer, in order to quiet title to the Leased Lots; and

WHEREAS, the successors in interest to the developer have offered to resolve all issues respecting the Leased Lots by transferring title to the Association of any interest that they may own in such Leased Lots, without consideration, conditioned on the Association agreeing to indemnify the successors from any tax liability associated with such transfer; and

WHEREAS, the successors in interest to the developer have agreed to a form of "Agreement Supporting Conveyance of Interest in Leased Lots" that would provide for the indemnification sought by the successors. A copy thereof is attached hereto as Exhibit A.

WHEREAS, pursuant to Section 4.4 of the Bylaws of the Association, the Board has the authority to make contracts, incur liabilities, and acquire title to real property.

NOW, THEREFORE, BE IT RESOLVED:

1758. That the "Agreement Supporting Conveyance of Interest in Leased Lots" be and is hereby ratified by the Association."

1759. That Joan Hocker be and is hereby authorized and directed to sign the "Agreement Supporting Conveyance of Interest in Leased Lots" on behalf of the Association.

1760. The Secretary of the Association is directed to place a copy of the Resolution in the Association's Book of Resolutions, as required by Section 6.6 of the Bylaws of the Association.

* * * * * * * * * * * *

DATE OF ADOPTION:

March 16th, 2005

Amended:

_____, ___

ATTEST:

SECRETARY