

Fairway View Condominiums

Policies and Procedures for Obtaining Legal Counsel

1.0 Purpose:

To define the means by which Governance Decisions are reached and Legal Counsel is engaged if needed, and relative documentation is maintained.

2.0 Objective:

To Ensure that:

- A. The framing of the Request is consistent with our Governing Documents,
- B. The framing of the Request, if possible, builds the argument and draws a conclusion based upon an initial analysis
- C. Requests are not replicated if they have already been answered,
- D. Requests are valid in accordance with the Hierarchy Detailed in Attachment A and if not, this and the basis is communicated with the initiator,
- E. Legal Counsel is engaged if needed,
- F. Where possible Requests are bundled and submitted collectively to optimize legal costs
- G. The costs associated with using Legal Counsel are budgeted, controlled and reported on.
- H. The records associated with requests and responses are maintained and available.
- I. Status Reports are at BOD Workshops summarizing, Request Status: opened, closed, in progress, and the impact of Counsels determinations.

3.0 Responsibilities:

Chair:

Share the Request with all board members.

Approve the Request for Legal Counsel if needed.

Designate the Accountable Governance Individual, to implement this Instruction, if need be.

Accountable Governance Individual:

Satisfy the requirements of 2.C through 2.I, and

Obtain the Chair's Approval for engaging Legal Counsel.

Request Initiator:

Satisfy the requirements of 2A and 2B and forward request to the Chair.