

CIVANO I: NEIGHBORHOOD I ASSOCIATION, INC.  
**Review and Approval Policy for the Association  
Newsletter**  
ADMINISTRATIVE RESOLUTION #10-09

**WHEREAS**, Section 11.2 of the *Amended and Restated Declaration of Covenants, Conditions and Restrictions for Civano 1: Neighborhood 1* empowers the Board to adopt, amend and repeal rules and regulations pertaining to all aspects of the Association's rights, activities and duties; and

**WHEREAS**, Sections 6.1 and 7.1 of the Bylaws, and the Arizona Non-Profit Corporations Act, authorize the Board to exercise all of the rights, remedies, privileges and authority accorded to the Association under the Governing Documents and applicable law, except those rights that are specifically reserved to the Members; and

**WHEREAS**, from time to time, the Association, through its Association Manager, creates and publishes a newsletter for its Members (the "Newsletter"); and

**WHEREAS**, the Newsletter may be deemed as official communication from the Association; and

**WHEREAS**, all good faith efforts must and shall be made by the Board of Directors and Association Manager and its employees to ensure that communications and documents issued on behalf of the Association are in compliance with the Governing Documents, and other policies as may have been adopted by the Board.

**NOW THEREFORE, BE IT RESOLVED THAT** the Board adopted the following resolution pertaining to the Newsletter at its duly-held meeting on September 14, 2010, and that the adopted resolution hereby is memorialized as Administrative Resolution #10-09 in the Association's records:

1. Frequency of Publication. The Newsletter shall be published periodically, but no less than quarterly.
2. Form of Newsletter. The Board shall approve a standard layout form and template to be used for the Newsletter.
3. Initial Draft Prepared by Manager. A first draft of the Newsletter shall be created by the Association Manager's designated employee, who shall invite articles, news, comments, notices, etc., from the Civano community at large for consideration to be included in the coming month's newsletter.

4. Review by Board's Designee. The Association Manager shall review all material received with a member of the Board, who shall be designated for this position by the Board
5. Distribution to the Board. A rough draft of the Newsletter shall be created and then distributed to all members of the Board for review and comment. Distribution shall be by electronic means.
6. Board's Review of First Draft. The Board shall have five (5) business days from the time the draft is sent, to review and make comments, in writing, to the Association Manager and to the Board designee. If no comments have been received from a Director, it shall be assumed that he/she has approved the draft as is.
7. Board's Review of Final Draft. A second "Final for Approval" draft shall be created, incorporating changes as needed. This draft shall be distributed electronically to all members of the Board for their review. They shall have 2 calendar days from the date the "Final for Approval" draft is sent to review and make comments. The Association Manager and the Board designee shall meet and make final revisions, based on comments received.
8. Distribution of Board's Comments. Each Director shall send copies of his/her review comments on each version of the proposed Newsletter to all other Directors .
9. President's Final Review. The Association Manager shall then distribute a Final Draft to the Association's President for review and approval. The President shall review and approve the Final Draft in a timely manner [no more than three (3) calendar days from receipt]. The President shall signify approval of the Final Draft by attaching his/her signature to each page of the Final Draft, along with a notation of the date of approval.
10. Distribution to Owners. Upon receipt of the President's approved Final Draft, the Association Manager shall distribute the Newsletter to all parcel owners of record by appropriate and timely means.
11. Manager's File. The Association Manager shall keep digital copies of all drafts, material received for inclusion in the Newsletter, and communication received relating to each issue of the Newsletter.
12. Requirement to Adhere to Procedures. The various drafts of the Newsletter shall be created, revised, and distributed in and from the Association Management office. Any version not so drafted, revised, and distributed shall not be considered as the Association's official newsletter, and the Association shall not be held accountable for any statements made in that non-official version.
13. Use of Outside Services. The Association Manager may, at its discretion, request approval from the Board to use an outside consultant, graphic artist, secretarial assistant, etc. in the creation of the Newsletter; and may request approval from the

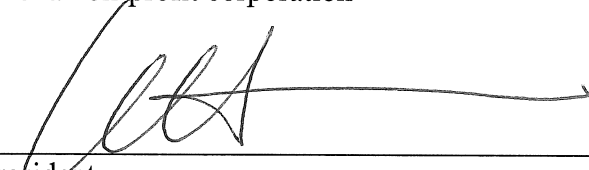
Board that these outside consultants be allowed to work on drafts of the newsletters in their own place of business. However, all modified versions shall be forwarded to the Association Manager's Office, with changes, additions, deletions, etc. clearly identified; for review and approval as noted above.

14. Conflict with other Communications or Policies. While the Newsletter is an official communication of the Association, in those instances where statements contained therein contradict or modify official communications from specific Association committees, or from the Board on specific policies and actions; the Newsletter shall be considered subordinate to those official committee or Board communications.

15. Inclusion of Committee Communications. The Newsletter may contain communications from the various Association committees, as outlined in the pertinent Board Resolution.

IN WITNESS WHEREOF, the undersigned has executed this Resolution on this 14<sup>th</sup> day of September, 2010, and certifies that this document is a true and correct copy of the Resolution that was adopted by the Board of Directors of Civano 1: Neighborhood 1 Association, Inc., at its duly held meeting on September 14, 2010.

CIVANO 1: NEIGHBORHOOD 1 ASSOCIATION,  
an Arizona non-profit corporation

By:   
Its: President

ATTEST:

  
Secretary