

PROPOSAL/MOTION

APPROVED 9 JANUARY 2025

Below is the format for proposals by committee chairs and residents and for motions by members of the Board of Directors. Its purpose is to ensure that the Board has from the outset the necessary information when it considers a proposal/motion. This information - phraseology of the proposal/motion, its objective, the relevant facts, funding issues, etc. - will be within the four corners of the proposal/motion and will thus be available to all. The Board has approved the use of the format for its proceedings.

CONDOMINIUM ASSOCIATION OF AVONDALE ESTATES
10 SUTTON PLACE
AVONDALE ESTATES, GA 30002

The following is the format for a proposal to the Board by a committee chair or a resident, and a motion for the Board by a member of the Board.

First Paragraph: I propose that/I move that [insert a concise statement of the proposal or motion which will inform the Board of the content of the proposal/motion]:

Second Paragraph: The proposal/motion is necessary because [insert a statement of the relevant facts and circumstances that require an affirmative decision of the Board on the proposal/motion (NOTE: If there are known facts and circumstances adverse to the proposal/motion, these too should be stated)]:

Third Paragraph: If the proposal/motion is approved, its implementation will entail the expenditure of Association funds in the amount of \$XXXXX. The

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budget provides for these funds under item XXXX [NOTE: If the budget does not provide for the funds, the proponent/movant should explain where the Board is to find the funds.

Fourth Paragraph: Therefore, I propose that/I move that the Board approve the proposal/motion stated in the First Paragraph, above.

Name of proposer/movant

Position (if any) of the proposer/movant

E-mail of proposer/movant

Date of proposal/motion