

**[Enter name of homeowners association]  
BOARD OF DIRECTORS**

**RESOLUTION OF THE BOARD OF DIRECTORS NO. yy-mmdd-x**

**[Enter "title" of resolution]**

**WHEREAS, ...:**

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**RESOLVED, ...**

**IT IS FURTHER RESOLVED, ...**

The undersigned hereby certifies that [she/he] is the duly elected and qualified Secretary and the custodian of the books and records of [Enter name of homeowners association], a corporation duly formed pursuant to the laws of the Commonwealth of Virginia and that the foregoing is a true record of a resolution duly adopted at a meeting of the [Enter name of homeowners association] Board of Directors and that said meeting was held in accordance with the laws of the Commonwealth of Virginia and the Bylaws of [Enter name of homeowners association] on [Enter date of Board meeting] and that said resolution is now in full force and effect.

**IN WITNESS WHEREOF**, I have executed my name as Secretary

this \_\_\_\_ day of [month, year].

\_\_\_\_\_  
[Enter name of Secretary]  
Secretary