

**FORRESTAL VILLAGE COMMUNITY SERVICES ASSOCIATION, INC
ADMINISTRATIVE RESOLUTION 55**

Procedures for Filing Complaints of Employee Misconduct

WHEREAS, Article III, Section 3 of the Declaration assigns the Board of Directors "all powers for the conduct of the affairs of the Association which are enabled by law, or the Founding Documents which are not specifically reserved to Members, The Developer, or the Covenants Committee by said Documents"; and

WHEREAS, allegations about employee misconduct may arise;

NOW THEREFORE, BE IT RESOLVED that the following procedures for filing a complaint be adopted.

- I. Reporting of Misconduct.** In the event that a resident observes or is affected by an occurrence of employee misconduct, the resident must file a complaint in accordance with the procedures detailed in this resolution.


- II. Definition of Misconduct.** An act of wanton or willful disregard of the Association's interests or the interests of a resident or employee of the Association, a deliberate violation of the Association's rules, a disregard of standards of behavior which the Association has the right to expect of its employee (including mistreatment of a resident), or negligence in such degree or recurrence as to manifest culpability, wrongful intent, or evil design, or show an intentional and substantial disregard of the Association's or of the employee's duties and obligations to the Association.

- III. Procedure for Filing Complaints**
 - a. Residents may file a complaint with the Management Office or the President of the Association at any time listing the particular facts of alleged employee misconduct.
 - b. The complaint must be in writing and signed by the complaining party.
 - c. The complaint will either be investigated by Management or the Association's Legal Counsel and a report issued by the respective investigator to the board with its findings and the complainant will be thereafter be notified of the outcome.

IV. Confidentiality. Any complaint received, report of investigation, (including the notes of the investigator and related documentation) and discipline of the employee shall be confidential to the extent possible, except that the employee shall be informed as to the complaint against him or her, the identity of the complainant and any evidence possessed by the Association and the complainant shall be informed as to the outcome of the investigation.

IN WITNESS WHEREOF, the Association has affixed its hand and seal the day and year first above written.

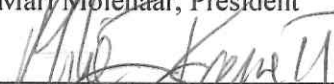
Book of Minutes:

Attest:  Date: July 23, 2012
Mike Barnett, Vice President

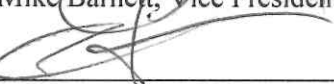
Yes No Abstain


 Mari Molenaar, President

Yes No Abstain


 Mike Barnett, Vice President

Yes No Abstain


 Rich Ciarciello, Treasurer

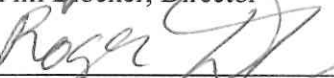
Yes No Abstain

Absent
 Mary Ryan, Secretary


Yes No Abstain


 Phil Blocker, Director

Yes No Abstain


 Roger Dashevsky, Director

Yes No Abstain


 Neil Goodzeit, Director

Note: Definition of employee misconduct is based on a *Beaunit Mills, Inc. v. Board of Review*, 43 NJ Super 172 (1956).

Adopted at a Regular Meeting of the Board of Directors on July 23, 2012.