GUIDELINES FOR THE BOARD OF VISTA AZUL XXII (VA22)

The board's task is to put into practice the adopted proposals from AGM. The board must ensure that the laws and statutes of the condominium are followed in the day-to-day operations. The board must also follow up the condominium's finances. The board does not have a mandate to make changes to laws, articles of association, budget and guidelines that have previously been adopted at AGM. However, the board has a mandate to make minor adjustments to ensure day-to-day operations in the event of, for example, minor unforeseen events. The board also has a mandate to carry out all necessary work to safeguard health, safety and the environment in the facility. In the event of major unforeseen events with major consequences for the condominium, it must be presented to AGM for approval. The board has a mandate to establish committees. Committees shall consist of unit owners in VA22. Committees are intended to help the board to carry out larger and important projects. Committee members should not be elected at AGM.

FUNCTIONS OF THE BOARD:

President:
The president must be among the property owners, and elected by vote at the AGM. Whoever gets a majority wins. By law, all condominiums must have a president. If no one volunteers, a president shall be appointed by lot. The president acts as the legal representative of the owners in the community and in court. However, the president can be relieved of his or her position when a valid reason is given in a court of law. (Quote from Horizontal Law (HL)). The president has full responsibility for operations and finances in VA22. He is responsible for the necessary measures to safeguard AGM's decisions with the help of the administrator and his board. In the event of a tie the President has a double vote in the board . The president chairs all board meetings. Only the President has the authority to sign documents, invoices and the like on behalf of VA22. The president can delegate tasks to others, but cannot delegate his responsibilities. The president will be VA22's "face" to the outside world and must represent the community on necessary occasions.

Vice President:
The position of the Vice President is not mandatory. However, those condominiums that agree to elect a vice president must follow a similar process to elect a president. Members vote for AGM. (Quote from HL). The Vice President's primary task is to replace the President when he or she can no longer function as President due to circumstances that have occurred.Apart from that, the Vice President will act as an ordinary member of the Board.

Secretary: The secretary must be a unit owner in VA22. The secretary of the board VA22 will have the task of performing administrative tasks such as receiving incoming mail to the board and forwarding it to the appropriate person, ensuring a clear archive of board matters as well as ensuring practical notice of board meetings as well as writing minutes from these meetings. This also applies to other relevant meetings. Apart from that, the secretary will act as an ordinary board member.

Board member:
Board member must be a unit owner in VA22. Board members are elected at AGM. Board members are not mandatory according to HL. Board members basically have a more practical function. Is also intended as an advisory as well as intended tasks as a practical performer such as the internal control system, tasks technical matters elsewhere in the common area. Participate in inspections in common areas together with external suppliers.

Qualifications:
This is a board of directors in a private condominium. It cannot be expected to get experienced and professional candidates for the various positions. However, candidates who are willing to sacrifice time and familiarize themselves with VA22's board work must be expected. It is also important to work for the best interests of the condominium and not just work for your own interests and needs.

Comment:
As described above, only President is under Horizontal Law. In addition, the condominium must hold a meeting a year where decisions are made (AGM). The condominium is advised to use a management company, but the President can actually hold this function if desired. Furthermore, an owners' committee can be established, all of this described in Horizontal Law as guidelines.
We at Vista Azul XXII prefer the structure we use today and see no qualms about it. This has also been submitted to a lawyer by our administrator and approved by him.