

COUNTRYSIDE PROPRIETARY

ADMINISTRATIVE RESOLUTION NO. 184

PROCEDURE FOR CHANGING THE GUIDELINES

WHEREAS, Article III, Section 3(b)(1) of the Covenants and Restrictions of the CountrySide Proprietary grants the Board of Directors powers for conducting all Proprietary affairs; and

WHEREAS, parts of the architectural guidelines may require changes.

WHEREAS, it is the desire of the Board of Directors to provide a means for making changes annually to the guidelines.

WHEREAS, the Board desires to rescind Administrative Resolution No. 173 and hereby substitutes Administrative Resolution No. 184 in its place.

NOW, THEREFORE, BE IT RESOLVED THAT Administrative Resolution No. 173 be, and hereby is, rescinded, and that the following procedures be adopted and implemented in establishing changes to the guidelines.

- I. Each Proprietary member may propose changes to the guidelines as they deem appropriate for the community. Such requests for changes shall be made via a form published in the COURIER and available at the Proprietary office.
- II. The Neighborhood Advisory Council and the Design Review Committee shall review all proposed changes. The DRC will screen all proposed changes to determine whether the proposals already are addressed in the Governing Documents and whether the proposals have merit. If the DRC decides not to forward a proposed change to the Board of Directors, the Proprietary member submitting the proposed change will be notified in writing, via certified mail, return receipt requested, and also will be notified by telephone, and will have ten (10) days from the date that notice is deemed received to appeal the decision to the Board of Directors. Notice shall be deemed received on the date that telephone notification is made to the member or by message left at the member's residence. If telephone notification is unsuccessful, notice will be deemed received within two (2) days after posting of the written notice.

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The DRC will then forward all proposed changes deemed to have merit, and which are not already addressed in the Governing Documents, to the Board of Directors, together with any additional comments and/or suggestions deemed appropriate. The Board of Directors will review all proposed changes forwarded to it for possible implementation into the guidelines. Any proposed changes that the Board of Directors wish to implement shall first be reviewed by The Proprietary's legal counsel prior to actual implementation.

- III. The proposed guidelines changes shall then be published in the next available issue of the COURIER notifying residents that a Public Hearing will be held on the day of the next DRC meeting at which a quorum of DRC members are present.
- IV. At the next regularly scheduled meeting following the Public Hearing, where a quorum of Directors is present, the Board of Directors will either approve or deny the proposed guidelines changes. In the case of denial, supporting rationale must be included to justify the Board's action.
- V. Approved changes shall thereafter be incorporated into the community's architectural guidelines.

ATTEST:

PRESIDENT: Christopher Rieder

DATE:

SECRETARY: Kathy Kiefer

DATE: