

Woodstream East HOA  
Architectural Control Committee (“ACC”)  
Rules of Operation

1. Parliamentary Rules and Procedures
  - i. All complaints by Owners and residents of Woodstream East must be communicated in writing to the HOA management company. The HOA management company shall acknowledge and respond in writing to any complaint from a Woodstream East Owner/resident within thirty (30) days after receiving the complaint. The Chairperson of the Architectural Control Committee (the “ACC”) shall instruct the HOA management company regarding the results of any inspections or notices to be sent to any homeowners, or other ACC business.
  - ii. A member of the Woodstream East HOA Board of Directors (the “Board”), shall be appointed by the Board to serve as the Board’s liaison to the ACC. The Board’s liaison shall attend ACC meetings and hearings as a non-voting participant. The liaison shall be responsible for providing input and communicating information to the Board as needed by the ACC.
  - iii. All inquiries concerning architectural violations or other ACC business should be directed to the HOA management company.
  - iv. All architectural applications must be submitted by the Owner, must be in writing, must be in compliance with Association documents, and must be submitted to the HOA management company.
  
2. ACC Chairperson; Appointment and Responsibilities
  - i. The ACC Chairperson shall be a Woodstream East Owner; shall be a member of the ACC; and shall be elected by a majority vote of the members of the ACC. The ACC member elected as Chairperson shall serve for a two-year term in that capacity.
  - ii. The Chairperson shall preside over all meetings of the ACC, including show cause hearings to adjudicate architectural violation notices and complaints.
  - iii. The Chairperson shall attend all Board meetings to give a report of the ACC’s most recent activities. If the Chairperson is unable to attend a Board meeting, the Chairperson shall designate a member of the committee to give the committee’s report at the Board meeting.
  - iv. Beginning in 2009, any candidate for the position of Chairperson must have served as a member of the ACC for no less than one year.
  - v. The term of a newly elected Chairperson shall begin after the first meeting of the newly elected Board.
  - vi. The term of the first elected Chairperson shall end on the same day as the 2008 Annual Meeting of the Woodstream East Homeowners Association (the “HOA”).
  - vii. In the event that the Chairperson resigns his or her position prior to the end of his or her term, the remaining ACC members shall elect a

Substitute Chairperson, who shall serve for the remainder of the original Chairperson's term. To the extent possible, the candidates for Substitute Chairperson shall comply with the minimum one year of service as described in Section 2(iv)

3. Architectural Control Committee Members

i. Membership.

- The ACC shall consist of not less than 3 nor more than 7 persons appointed by the Board to serve for 2-year terms. An ACC member's term shall commence after the first meeting of a newly elected Board, and the term shall expire on the same day as the Annual Meeting of the Association scheduled for the final year of that member's term. The Board may, but is not required to, reappoint the member to the ACC if the Board finds that reappointment of the member would serve the interests of the Woodstream East community.
- Any persons appointed to the ACC must be current in their assessments at the time of appointment and remain current throughout their term of service on the ACC. Any member who becomes more than 60 days in arrears of his or her assessments shall be subject to suspension of voting on ACC matters or removal from the committee, at the Board's sole discretion.
- Any person appointed to the ACC must also be in compliance with the Association's architectural rules at the time of appointment. Any member who violates the architectural rules shall be subject to removal at the Board's sole discretion.

ii. Meetings. A majority of the ACC members shall constitute a quorum for the conduct of any business. It is the responsibility of each member of the ACC to attend meetings reliably. Any member who misses 3 unexcused consecutive meetings shall be subject to removal from the ACC at the sole discretion of the Board.

iii. Ethics. ACC members have a fiduciary duty to avoid conflicts of interest and to perform their duties in a way that they reasonably believe serves the communal interest and not individual interests. ACC members owe a duty to the Association to act in good faith and to generally refrain from voting on issues directly related to themselves, relatives, or personal friends. ACC members have a further duty to maintain the confidentiality of architectural violation show cause hearings as well as financial and personal information submitted by Owners.