

Resolution

Myers Mill Homeowners Association, LLC

General Resolution Number: 2016- 13

SPONSOR: Kris Hawkins, President, Board of Directors

**Relating to the Re-formation of the Architectural Review
Committee.**

WHEREAS, Section 11 of the By-Laws of Myers Mill Homeowners Association, Inc. ("By-Laws") assigns the Board of Directors ("Board") all powers and duties necessary for the administration of the affairs of the Myers Mill Homeowners Association ("Association") and states that the Board may, shall have the power and authority to exercise all of the rights and powers of the Association; and;

WHEREAS, Section 11(e) of the By-Laws provides that the Board may exercise any other power necessary and proper for the governance and operation of the Association; and,

WHEREAS, the Board of Directors wishes to establish standards for the operation and governance of the Association that serve as guiding principles for both volunteer leaders and members of the Association; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby reforms the Architectural Review Committee.

Charter for the Architectural Review Committee

- I. The Committee will be called the Architectural Review Committee
- II. **Purpose:** To review and provide recommendation of all improvements, alterations, and modifications of any existing Lot to the Board of Directors based on established processes and specifications.
- III. **Membership:**
 - A. Composition: The committee shall consist of 5 Members. Members will be selected and appointed by the Board of Directors. Members are not limited to titled Owners.

- B. Term: Membership will terminate after the Annual Meeting of the Homeowners and a new Board of Directors is chosen. New committee members will be selected and appointed within 90 days.
- C. Dismissal: Members who are absent without reasonable cause from three consecutive meetings will be considered to have resigned their seat. The committee will move to fill the position.

IV. **Organizational Structure:** Officers: The committee will have a chair and co-chair, who shall be members of the Board of Directors and a recording secretary who shall be elected for the term of the committee.

V. **Procedural Rules**

- A. By-Laws : The committee will draft and adopt a set of written by-laws at the organizational meeting of the committee. The by-laws govern committee operation. By-laws require a two-thirds vote for adoption or change.
- B. Meetings: The committee will meet monthly or as needed either in person or virtually.
- C. Minutes: Minutes of each meeting will be kept. Copies will be delivered to the Board of Directors by the Chair or Co-Chair within 5 days from the meeting. Minutes will be attached to the monthly Board of Directors meeting minutes and posted for the homeowners to view.
- D. Recommendations and Reports: Committee recommendations and reports will be submitted in writing to the Board of Directors to be discussed and voted on at the monthly Board of Directors Meeting. Committee Members do not have authority to make final decisions, approve expenditure, or communicate information to the community.
- E. Confidentiality: While members are expected and encouraged to discuss the proposed changes within the community, members shall not report opinions expressed in meetings, nor shall they report independently on committee action.

VI. The Board of Director representative for this committee will be as follows.

- A. **Chair:** Scott Muetz
- B. **Co-Chair:** Megan Everett

Myers Mill Homeowners Association, LLC
RESOLUTION ACTION RECORD

Duly adopted at a meeting of the Board of Directors held: 12/19/2016
Motion by: Megan Everett Seconded by: Danielle Veazey
Resolution Effective Date: 12/19/2016

	YES	NO	VOTE ABSTAIN	ABSENT
<u>[Signature]</u> KHecker	✓			
PRESIDENT				
<u>[Signature]</u>	✓			
VICE PRESIDENT				
<u>Danielle Veazey</u>	✓			
TREASURER				
<u>Megan Ryan</u>	✓			
SECRETARY				
<u>[Signature] SMUETZ</u>	✓			
DIRECTOR				
<u>[Signature]</u>	✓			
DIRECTOR				
<u>[Signature]</u>	✓			
DIRECTOR				
<u>[Signature]</u>	✓			
DIRECTOR				
<u>[Signature]</u>	✓			
DIRECTOR				