

Green Hills Farm HOA

Document Purpose

This document summarizes the practices employed by the Green Hills Farm Homeowners' Association (HOA) Architectural and Environmental Review Committee (AERC). It is not a replacement for the By-Laws and Covenants. Instead, it is intended to serve as a description of how the AERC has implemented its duties as set forth in the Covenants. While the HOA Board of Directors and AERC have reviewed this document carefully to ensure it complies with the By-Laws and Covenants, the By-Laws and Covenants shall be the governing documents in case of any conflicts.

Document References:

- [By-Laws] Green Hills Farm HOA By-Laws, dated October 26, 1989
- [Covenants] Declaration of Covenants, Conditions and Restrictions, Green Hills Farm HOA, dated November 20, 1989

These documents are available from the HOA Board of Directors.

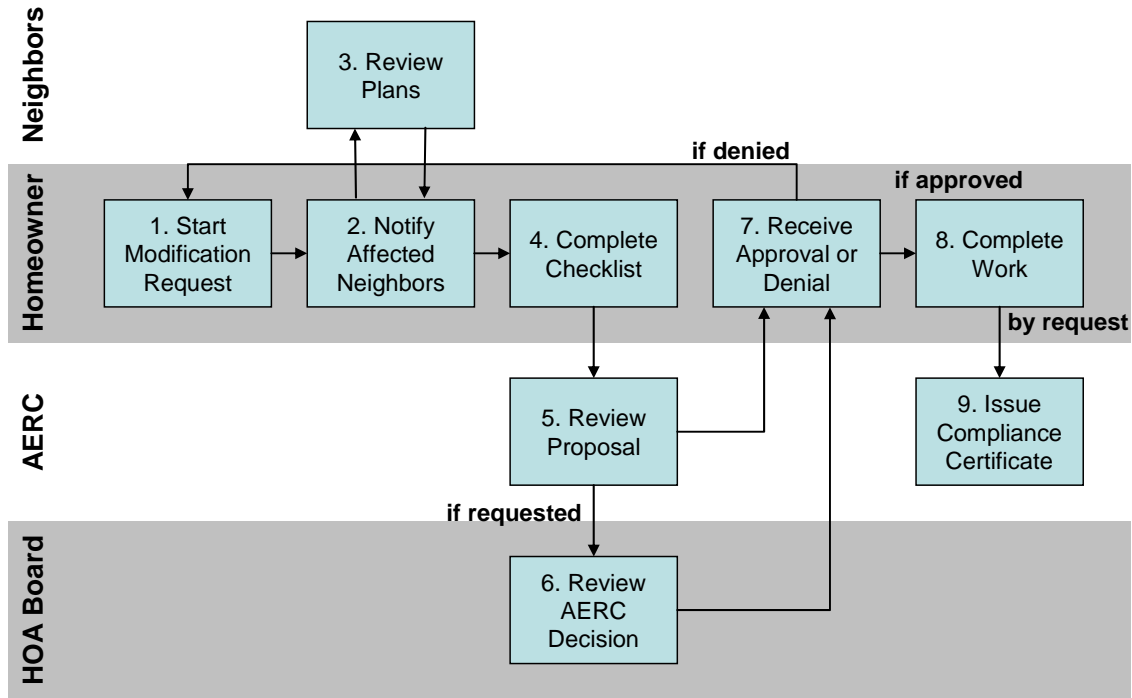
AERC Processes

The AERC has two primary duties: (a) review proposals to modify home exteriors or property, and (b) enforce homeowner compliance with the architectural and environmental requirements of the Covenants.

Green Hills Farm HOA

Review Modification Proposals

The general process for homeowners to request permission to modify their home exterior or property is illustrated below. Each of the steps is described following the figure.



1. Any time a homeowner wants to replace or add something to the exterior of his/her home or on their property, the homeowner must submit a modification proposal checklist. A copy of this form is attached to this document or may be obtained from any member of the AERC or HOA Board.
2. The homeowner is responsible for notifying any neighbors who might be affected by the proposed modification. The number of neighbors that must be notified depends on the proposed modification. For example, building an addition on a home may require all neighbors with sight-lines of the home to be notified to evaluate the impact. Note that if a modification proposal is submitted without notifying any or enough neighbors per the AERC's discretion, the proposal may be rejected.
3. Neighbors affected by the proposed modification review the homeowner's plans and acknowledge by signature they were notified. *A neighbor's signature in this case represents **acknowledgement** and not necessarily consent or concurrence with the proposed modification.* Neighbors may contact the AERC if they choose to make their opinions known, and the AERC will take that feedback under advisement when it adjudicates the modification request.
4. The homeowner completes the modification proposal checklist by compiling the required information and submitting to any member of the AERC. The completed proposal package should be submitted to the AERC a minimum of 30 days prior to the start of work to allow sufficient time for review.
5. The AERC reviews all modification proposals after receipt – the AERC cannot rule on any modification without receipt of a proposal form and accompanying material. If the

Green Hills Farm HOA

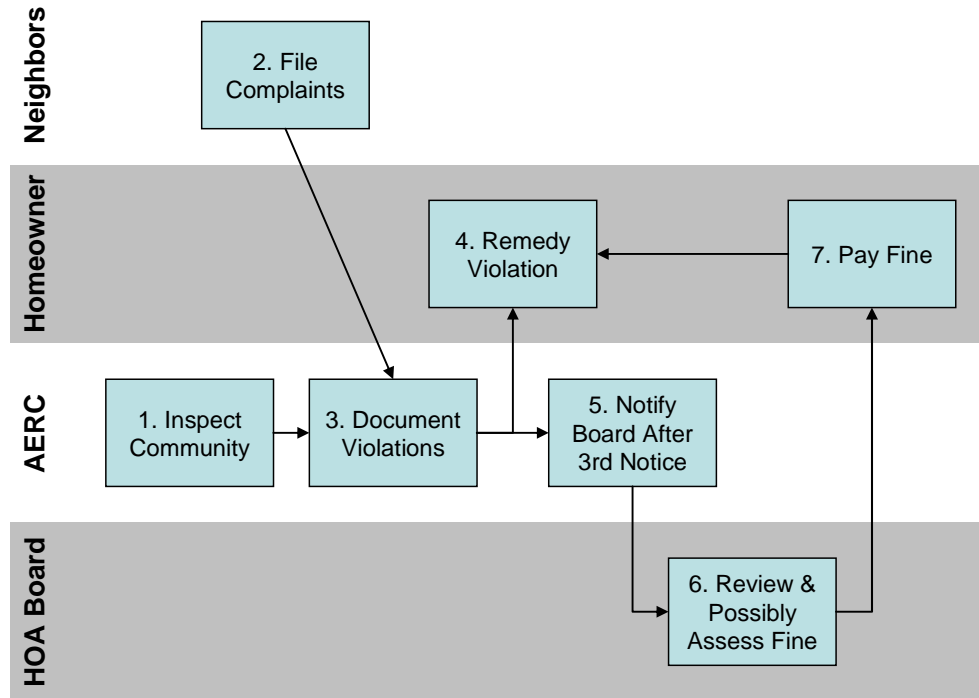
AERC is reviewing a modification proposal from a member of the AERC, that member will be recused from any discussion and adjudication of the proposal. The AERC has 60 days to approve the request, and if it does not act in that time, the request is by default approved. The AERC may only act within the bounds of the Covenants, i.e., requests that are specifically prohibited in the Covenants without provision for exception must be denied.

6. If requested by the homeowner, the HOA Board of Directors can review the AERC decision. Provisions for overturning an AERC decision are specified in the Covenants.
7. Approval or denial of the modification proposal is returned to the requesting homeowner. If denied, the proposal can be updated and resubmitted starting back in step 1.
8. If the modification is approved, the homeowner may start work. The homeowner must start the modification within 6 months of receiving approval and must complete the modification within 12 months of receiving approval.
9. The AERC can inspect completed work and issue a certificate confirming the modification followed the plans previously approved by the AERC. The AERC will only issue compliance certificates by request.

Green Hills Farm HOA

Enforce Compliance

The general process used by the AERC to ensure compliance with the Covenants is illustrated below. Each of the steps is described following the figure.



1. The AERC periodically inspects the community to ensure homeowners remain in compliance with the Covenants.
2. In addition to these periodic inspections, neighbors can also report complaints of potential Covenant violations to the AERC.
3. Potential violations are reviewed and documented by the AERC. Notices for each violation are delivered to the homeowner specifying the timeframe within which the violation is expected to be resolved.
4. Upon receipt of a violation, the homeowner must review it and remedy the violation. Remediating a violation may take one of the following forms.
 - a. Disputing the violation by contacting the AERC.
 - b. Repairing the cause of the violation, which may require submission of a modification proposal.
 - c. Submitting a plan to repair the cause of the violation within a reasonable period of time (e.g., if a fence post must be replaced, but it can only be done after the ground thaws)
5. In cases where a violation is not remedied in the specified timeframe, second and third notices will be delivered to the homeowner. If the violation is not resolved after the third and final notice, the AERC will refer the matter to the HOA Board of Directors.
6. The HOA Board will review the violation and potentially levy a fine.
7. The homeowner must pay any fine assigned by the HOA Board along with remediating the violation as described in step 4.