

STONEBRIDGE RANCH COMMUNITY ASSOCIATION, INC.

APPEALS COMMITTEE GUIDELINES

Revision 3

09/19/2019

I. PURPOSE

The Appeals Committee (herein “Committee”) is established by Stonebridge Ranch Community Association, Inc. (“Association”) Board of Directors for the express purpose of considering timely owner requests for appeal from the Modifications Committee (MOD) decisions concerning Improvements and timely final appeals to the Board of Directors concerning violations and imposition of fines related to enforcement of the Governing Documents (hereinafter “Appeals”).

II. REFERENCES

Sixth Amended and Restated Bylaws of Stonebridge Ranch Community Association, Inc., Article V, Second Amended and Restated Master Declaration of Covenants, Conditions and Restrictions for Stonebridge Ranch, Section 5.1; Article VI, Section 6.1((O); and any applicable enforcement and fining polices, all as amended and supplemented from time to time (hereinafter the “Governing Documents”).

III. ORGANIZATION

A. Structure:

1. The Committee shall consist of three (3) voting members and one Chair who does not typically vote from the Board of Directors of the Association. Three (3) of the voting members must be current Board members and the fourth member must be the current Board liaison to the MOD committee. A non-voting member who is a current homeowner in the Association, may also be appointed by the Board of Directors to assist the Committee.
2. The members of the Committee may annually elect a Vice Chairperson from within its voting membership.
3. The Board of Directors shall ratify the Committee’s selected/voted Chairperson who shall preside at all Committee meetings and cyber votes. In the absence of the Chairperson, the Vice Chairperson shall preside over the meeting. A member of the on-site staff will be responsible for taking minutes at all meetings and submitting a copy of the minutes to the Director of Operations and Board of Directors liaison.
4. The presiding Chairperson shall be responsible for transmitting any and all decisions to the Board of Directors liaison and Director of Operations.
5. Either the Chairperson or the Vice Chairperson must be present for a meeting to be held. If neither one is present the meeting must be rescheduled for an alternate date when the Chairperson or Vice Chairperson can attend.
6. The Committee may appoint up to two (2) Board member alternates. Alternates may attend regularly scheduled meetings of the Committee and fill any vacancies for the Committee to achieve its quorum requirements. Alternates can only vote if they are substituting for an absent voting member.
7. The Committee may act by cyber vote, if the homeowner appealing the action waives the right to an in-person meeting and/or the appeal does not require a meeting.

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B. Membership:

- 1. Each Committee member, voting or non-voting, shall be a resident owner in good standing of the Stonebridge Ranch Community Association.

C. Terms:

- 1. There shall be no term limitations on Committee members or alternates.

D. Meetings:

- 1. The Committee shall schedule meetings as deemed necessary to accomplish its duties.
- 2. Recommendations on all Appeals shall be made during a scheduled meeting of the Committee or by cyber vote (See Section A7). No action relating to Appeals will be taken outside of the meeting or cyber vote.
- 3. Meetings shall be held at the Association office located at 6201 Virginia Parkway, McKinney, Texas 75071. All meetings are to be held in Executive Session.
- 4. The Committee, through the Board President or Director of Operations, may request legal advice relating to Appeals being considered.

E. Quorum:

- 1. A majority of the voting members of the Committee shall constitute a quorum for the transaction of business.
- 2. The vote of a majority of the voting members present at which a quorum is present or a majority decision of the members casting a cyber vote shall constitute the decision of the Committee.
- 3. The Chairman may vote if the vote of the Committee is tied or if the Chairman needs to make quorum to hold the meeting.

IV. DUTIES

A. Responsibilities for the Committee may include, but not be limited to, the following:

- 1. Reviewing and determining approval or denial of any Appeal of the Modifications Committee (MOD) decisions related to Improvements and timely appealed violations/fines related thereto that have progressed through the Covenant Enforcement & Fining Process.
- 2. The Committee Chairperson, or Vice Chairperson in the absence of the Chairperson, shall communicate the decisions of the Committee to the Director of Operations for communication to the owner.

V. REVISION HISTORY

REVISION	DATE	CHANGES
0	10/6/2016	Draft
1	12/14/2017	II. updated to Fifth Amended and Restated Bylaws
2	04/26/2018	Purpose: Removed sentence beginning with "The Committee shall be vested...", II. Updated to Sixth Amended and Restated Bylaws, and E. Quorum removed the sentence beginning "It is the intent of the Board of Directors...."

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3	09/19/19	Removed any notation of the Master Architectural Review Committee. Updated non-voting Chair and addition of one voting Board of Directors member. Chair may vote if quorum is needed or there is a tied vote. Committee may elect a Vice Chair annually.
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