

STONEBRIDGE RANCH COMMUNITY ASSOCIATION, INC.

POLICIES AND PROCEDURES MODIFICATIONS COMMITTEE GUIDELINES

Revision 7

03/19/2020

I. PURPOSE

The committee shall exist for the purpose of reviewing and approving or disapproving (as the case may be) any proposed Improvement of an existing Dwelling Unit or additions, modifications, or alterations to existing structures and landscaping on a Lot. Additionally, the Modifications Committee shall act as the first level of appeal for homeowners whose modification applications were denied.

II. REFERENCES

Second Amended and Restated Master Declaration of CC&R's for Stonebridge Ranch Community Association, Inc., Article VIII, Section 8.3

III. ORGANIZATION

Structure:

1. The committee shall consist of 3 to 7 residents. Alternates may be added at the Board of Director's discretion.
2. Each year the committee members shall elect a Chairperson, and a Co-Chair from within its membership.
3. The Chairperson, or the Co-Chair in the Chairperson's absence, shall preside at all committee meetings and shall finalize all decisions in the online application database.
4. The Chairperson shall be responsible for transmitting any and all recommendations to the Board of Director's liaison and the Association's Director of Operations (DoO).
5. A representative of the Stonebridge Ranch Community Association staff shall perform as the acting Secretary for each committee meeting. The appointed staff member shall be responsible for recording the minutes of the meeting.
6. Minutes shall be approved by the Committee Chairperson, Co-Chairperson, and the Board Liaison for the Modifications Committee. Once approved, the minutes will be sent out to the entire Modifications Committee and included in the DoO's monthly Board of Director's report.

Membership:

1. Each committee member shall be a resident owner in good standing of the Stonebridge Ranch Community Association.
2. Each committee member must have a working knowledge of the governing documents including the CC&R's, Master Modification Design Guidelines, Sub-Division Design Guidelines, and the "Association's Covenant Enforcement and Fining Policy".
3. The members of the committee may, but need not, include a background in architecture, engineering or similar professions.

Terms:

1. Committee members shall be recommended by the Chairperson and the Board of Director's Liaison and shall be ratified by the Board of Directors.
2. Membership to the committee shall not be restricted by term limits.

Meetings:

1. Meetings shall be governed in accordance with the Robert's Rules of Order.

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2. The committee shall meet twice a month or as needed for the purpose of reviewing applications and/or homeowner appeals.
3. Meetings shall be held at the Association office.
4. All meetings shall be posted on the Association website and updated as changes occur.

Quorum:

1. A majority of the committee members shall constitute a quorum for the transaction of business in a meeting or within the online application database.
2. The vote of a majority of the members present at a meeting or electronically in the online application database shall constitute the decision of the committee.
3. In order to achieve quorum, alternates may be included.
4. The Board Liaison shall be included as a committee member to obtain quorum, or to cast a tie breaking vote.

IV. DUTIES

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

1. Review in a timely manner all applications submitted via the online application database and determine:
 - (1) The need for additional information/clarification.
 - (2) The merit of the application resulting in a vote to approve or deny.
 - (3) The need to table the application for discussion/review at the next scheduled committee meeting.
 - (4) Request Architect Consultant to review applications on a case by case basis.
 - (5) On a case to case basis, the Board Liaison shall have the authority to request a legal review from the Director of Operations or the Board President.
2. Conduct committee meetings with the purpose of reviewing and acting on homeowner appeals, and applications tabled by a committee member in the online application database.
3. As a minimum, perform an annual review of the Modification Guidelines and/or Sub-Division Guidelines to determine needs for revisions and updates.
4. Respond to the Stonebridge Ranch Disaster Recovery Plan as declared by the Board President.

Board Liaison to review new recommendations from architect consultant and make a decision on whether or not to approve recommendations.

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V. REVISION HISTORY

REVISION	DATE	CHANGES
0	1/1/2005	Original
1	6/26/2008	Change from Developer control to Homeowner control - new document
2	5/13/2009	The Committee shall consist of 3-7 residents
3	9/24/2009	Co-Chair added to the Committee
4	4/14/2011	Term length and meeting dates changed to "as needed" due to the Committee looking at all applications on line instead of in person.
5	2/10/2017	Alternates may be added - CMA shall provide Secretary - Chairperson or Co-Chair shall finalize all decisions online - Minutes approval process - All term limits removed - Robert's Rules of Order added - Added online database for quorum - Board Liaison has authority to make quorum - Guideline revisions added to duties - Conduct meetings added to duties
6	2/22/2018	Added to Purpose Additionally, the Modifications Committee shall act as the first level of appeal for homeowners whose modification applications were denied. Added IV. A. 1. (4) (1) Request MARC to review applications on a case by case basis.
7	03/19/2020	IV. Changed MARC to Architect Consultant Added B. Board Liaison to review new recommendations from architect consultant and make a decision on whether or not to approve recommendations.