

**PINEWOOD LAKE HOMEOWNERS ASSOCIATION
POLICY RESOLUTION NO. 2011-06**

(Architectural Control Committee Due Process Procedures)

WHEREAS, Article VIII of the Declaration of Covenants, Conditions, and Restrictions of Pinewood Lake Homeowners establishes an Architectural Control Committee, grants it certain powers, and sets basic standards; and

WHEREAS, Article VIII, Section 1h of the ByLaws of the Association empowers the Board of Directors to cause the exterior of the dwellings to be maintained; and

WHEREAS, Article XVIII of the ByLaws of the Association establishes procedures for the enforcement of property maintenance.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors duly adopts the following rules and procedures for Architectural Control Committee Due Process cases:

1. The Architectural Control Committee (ACC) shall ensure that an inspection of all properties in Pinewood Lake occurs at least once every twelve months. Upon completion of an inspection, the ACC shall cause a copy of the inspection sheet, signed by the ACC inspector, to be mailed to the owner. The inspection sheet shall note any violation of ACC standards (e.g., painting of major trim, repair of fences, yard condition). Such inspection sheets are the ACC's attempt to notify the owner that a certain aspect of the property needs attention and must be corrected in order for the property to maintain community standards and to retain its value and for the community to maintain its overall image.

2. Significant violations may subject the property to designation as a "Spotlight Home." Before designating a property as a "Spotlight Home," the ACC shall conduct an additional inspection by a specially designated agent(s). If these inspectors recommend the designation of "Spotlight Home," the ACC shall forward a letter to the owner requesting the owner to submit to the ACC within 15 days a plan to correct the violations. Before making the actual designation as "Spotlight Home," the ACC shall reinspect the property within 60 days of the original request to the owner to determine if the owner has made adequate progress in executing a plan presented to and approved by the ACC.

3. The ACC shall refer properties to the Board for due process if they meet any of the five following conditions:

a. Designation as a "Spotlight Home."

- b. Violations that involve the immediate health, safety, or welfare of the community.
- c. Alterations done to the outside of the home without ACC approval.
- d. Homes with major components missing or broken (e.g., fences, gutters, and windows).
- e. Transitory violations (e.g., improper storage of items, unkempt yard, visible trash, high grass).

4. Once a property warrants due process, the ACC shall first send a letter by first class mail to the owner notifying the owner that the ACC shall refer the property to the Board of Directors for due process unless the owner corrects the listed violations within a specified period.

5. If the owner fails to make the required corrections, Board of Directors shall be informed in writing by the ACC that the property is recommended for due process. The ACC shall provide the Pinewood Lake Homeowners Association Community Manager a package containing a list of violations and the applicable inspection sheets. The Community Manager shall then schedule the owner for the next due process hearing in accordance with Pinewood Lake Homeowners Association Policy Resolution 2008-03.

6. At the due process hearing the Board of Directors may (a) dismiss the due process action, (b) seek an injunction to abate or correct the violation, (c) exercise its authority to enter upon the property to abate or correct the violation (d) pursue any other remedy it may have at law, or (e) suspend the action. If the Board suspends the due process action and the owner fails to take corrective action, the Board may schedule a new due process hearing without following the steps in paragraphs 1 through 3 above.

7. This resolution supersedes Policy Resolution 2007-06, dated April 12, 2007.

8. This Resolution shall be effective 30 days after the date of adoption listed below.

This Resolution was duly adopted this the 14th day of July, 2011, by the Board of Directors.

PINEWOOD LAKE HOMEOWNERS
ASSOCIATION

By /s/ Bill Gleason
Bill Gleason, President, Board of Directors