

COMMITTEE GUIDELINES

In accordance with the provisions of Article II, Section 2, and Article VII of the Declaration of Covenants Covering Dutch Forest (the "Covenants"), the Board of Directors hereby adopt the following guidelines to be followed by the Architectural Committee of Dutch Forest, for the consideration of any architectural changes, buildings, new construction, or any other alteration (s) to the existing properties within the residential area of Dutch Forrest as contemplated by the provisions of said Article VII.

- 1) Homeowners must submit to each member of the Architectural Committee a written Dutch Forrest Homeowner's Association ("DFHA") Architectural Approval Request Form, available through either the DFHA website, or a member of the Board, along with proposed plans and specifications.
- 2) Upon receipt of the Architectural Approval Request Form and all required accompanying documents, the Architectural Committee Chairperson shall promptly notify the Board of Directors of the receipt of such Request Form and shall further call a meeting of the members of the Architectural Committee to consider the Request. Said meeting may be held in person or by telephone and may be continued or extended as determined by the Architectural Committee Chairperson.
- 3) All requests are subject to approval by a majority vote of the Architectural Committee members. In the event a quorum is not available, the President or Vice-President of the homeowner's association, or their designated appointee (s) may attend the meeting or cast a vote by ballot. Any appointed designee must be a member of the DFHA.
- 4) In the event that an Architectural Approval Request Form is submitted by a member of the Architectural Committee, the requesting committee member shall remove his/herself from the voting process and a substitute will be appointed by the Board.
- 5) The applicant/homeowner will be notified in writing of the decision made by the committee within thirty (30) days after receipt by the Architectural Committee of a complete Architectural Approval Request Form with all required attachments. Documentation of such approval shall be evident in the committee minutes.