

Country Meadow Estates (CME) HOA Building Control Committee (BCC) Process:

1. BCC Committee Members:

BCC members shall be appointed by BOD annually to a one-year term. The BOD will also appointment BOD members to serve on the committee. Committee shall consist of no fewer than 3 and no more than 7 members with the BOD Directors being a minority.

2. BCC Submission Evaluation Process:

- Submissions must be made via approved BCC Request form available on the CME HOA website.
- Form will be circulated to all BCC members by the BCC Committee Chair* – who is also a BOD member and chosen by the BOD.
 - BCC Committee Chair will circulate each form and completion timing expectations
 - The BCC has 21 days of receipt of complete form with all necessary information to approve, approve with conditions or deny the application.
 - The Building Control Committee's decision shall only be effective if in writing.
 - Failure to issue such written approval shall be construed as the disapproval of any such plans submitted.
 - BCC Committee Chair will also post a copy or provide a copy to be posted for BOD awareness.
- All BCC members will have the opportunity to review and comment on each submission.
 - A worksheet may be used to track evaluations, information and comments received and made available to all. **
 - BCC Chair will facilitate sharing of information with a group chat list, email group, etc.
- All BCC members may vote on each submission and are encouraged to do so unless unavailable.
 - Any BCC member having a personal interest in an application, including ownership of the subject property or a financial interest in the proposed improvement, shall abstain from participating in the review and vote of that application.
- The BCC may approve an application, approve an application with conditions, or deny an application.
- The BCC Chair notes final outcome and returns the final original BCC form with decision and worksheet to CME HOA secretary for records retention. CME Secretary returns a copy of the submitted form with decision to the homeowner.
- All BCC members will be asked to sign the code of conduct expectations attached to the HOA Bylaws.

3. Approval

- Approval requires the affirmative vote of a majority plus one of the BCC members eligible to vote on the application.
 - Members who are required to recuse themselves shall not be counted when calculating the number of eligible members or the number of affirmative votes required.
 - A recusal and the resulting number of eligible voting members shall be documented in the BCC's written decision. A recused member shall not participate in the review, discussion or vote on the application. If recusals reduce the number of eligible members below three, the

Board shall appoint a temporary, nonconflicted member before the BCC acts on the application.

4. Appeals

- Any owner whose application is denied or approved subject to conditions may submit a written appeal to the Board within thirty (30) days following the date of the BCC decision.
- The Board shall review the application, the BCC decision, any supporting documentation, and any written statement submitted by the applicant.
 - Additional information or clarification may be requested if needed.
- The Board may then vote to affirm the BCC decision, vacate it because of a procedural error or remand it to the BCC for reconsideration.

5. Enforcement

- The Board shall retain authority to enforce these Covenants, the Building Guidelines, and all BCC form final determinations.
- If any construction, modification, installation, improvement, or use of property fails to comply with a BCC approval, the Building Guidelines or Covenants, the Board may require corrective action, modification, removal, restoration, or any other remedy authorized by these Covenants or applicable law.

6. Variances

- The Board may grant a variance from the Building Guidelines for a project when unique circumstances exist and strict application of the guidelines would create an unnecessary hardship, provided that the variance will not materially impair neighboring properties, adversely affect public safety, or substantially alter the character of the subdivision.
- A variance shall not constitute an amendment to BCC Guidelines and shall apply only to the specific circumstances for which it is granted and may be used for future projects or lawful existing nonconforming improvements/replacements.
- A variance may have a time window stipulation.

*It is preferred a BOD member is the BCC Chair. If circumstances such as a small BOD size, background of BOD members, etc., are prohibitive, then the BCC Chair may be a non-BOD member. Duties which cannot be performed by a non-BOD member such as posting documents are then assumed by the CME HOA Secretary.

** Regardless of whether or not the worksheet is used, the list below must be considered and documented. NOTE: This list is not intended to be an exhaustive list of all potential items subject to approval.

- Online review of materials (e.g., shingles – color, manufacturer, etc.).
- Visual confirmation of materials on-site, if available.
- Comparison of materials to existing structures (e.g., brick, shingles, color, etc.).
- Verification that updates to all outbuildings are included in the request, as appropriate.
- Notes about any discussion with the homeowner and any additional information received.
- Applicable sections of BCC guidelines and covenants considered.