

WILDWOOD ESTATES HOMEOWNERS ASSOCIATION

ADMINISTRATIVE RESOLUTION FOR THE OPERATION OF THE ARCHITECTURAL & ENVIRONMENTAL REVIEW COMMITTEE (AERC)

May 17, 2001 (revised)

I. Purpose of the Committee

As more specifically set forth in Article VII of the Declaration of Covenants, Conditions & Restrictions (Declaration) for the Wildwood Estates Homeowners Association (Association), the purpose of the AERC is to regulate the external design, appearance, use, location, and maintenance of the homes within the Wildwood Estates community and improvements thereon in such a manner so as to preserve and enhance values and to maintain a harmonious relationship among structures and the natural vegetation and topography.

The AERC is not to judge the architectural soundness of any proposed change. The AERC relies on the appropriate governmental authorities to regulate the soundness of the construction and shall take no responsibility in this regard.

II. Operation of the Committee

The AERC shall operate pursuant to the authority granted to it by the Declaration for the Association.

A. Number of Members

1. The Board of Directors will endeavor to appoint an AERC comprising an odd number of at least three (3) and no more than seven (7) homeowners of the Association.
2. All AERC members are appointed by, and will serve a maximum of two consecutive two-year terms.
3. If fewer than three (3) homeowners are willing to serve on the AERC or if the Board of Directors cannot secure a Chairperson who will attend the monthly Board meeting, then the Board will perform all functions and duties of the AERC.
4. A member of the Board of Directors shall be appointed as a liaison to the AERC.

- A. Meetings – The AERC will meet at least once per even numbered calendar month (Feb, Apr, Jun, Aug, Oct, Dec) or may otherwise convene, under special circumstances, if forty-eight hours (48) notice has been given to the membership, but as often as may be required to avoid the “automatic” approval of applications as set forth in Article VIII, Section 3 of the Declaration for the Association.

B. Quorum – A majority of voting AERC members must be present at an AERC meeting for a quorum to be reached and business to be conducted.

C. Voting – The affirmative vote of a majority of the voting AERC members present at a meeting where a quorum is achieved is required to make any decision pursuant to the authority contained in this resolution.

D. Removal of Members

1. A member of the AERC will be deemed to be automatically removed from the committee if, at any time, the member's assessments remain unpaid for a period exceeding thirty (30) days.

2. An AERC member will automatically be removed from the committee for failure to attend three consecutive committee meetings or failure to attend four committee meetings, including any special purpose meetings, during any twelve- (12) month period.

3. An AERC member will be deemed to be automatically removed from the committee if, at any time, the member is in violation of any covenant or rule of the Association, after receiving notice and failure to respond within three (3) months.

A. Reporting

1. The AERC shall keep minutes of all meetings and shall provide a copy of all minutes to the Board of Directors at or before each monthly Board of directors meeting.

2. The Chairperson of the AERC shall attend all meetings of the Board of Directors and present an oral report of the committee's activities during the preceding month. The Chairperson may, if otherwise unavailable, appoint another member of the AERC to attend a monthly Board meeting to present such report.