

2006 AERC OPERATING PROCEDURES

Members

- AERC members are appointed by the Board of Directors for 1-year or 2-year calendar terms and serve at the pleasure of the Board.
- They are volunteers that indicate their willingness to serve by sending a letter, an email or by talking to a current Board member and then are interviewed by the Board.
- The Board seeks volunteers who (1) desire to maintain the architectural and environmental beauty of the neighborhood, (2) will work as part of a team, and (3) will willingly contact neighbors and discuss solutions for their applications.
- A complete AERC consists of 7 members; where about half have terms that expire in December, and the remaining half have terms that expire in December of the following year.

Administrative Procedures

- Meetings are held on the last Monday of the month and are open to the community. The time and location will be announced in the newsletter and on the website.
- A quorum for AERC meetings will be a simple majority of appointed members. If there is not a quorum, the meeting will be rescheduled in a timely fashion to review current applications.
- A working file is maintained on each property in the community. An AERC member will have the responsibility to maintain the homeowner files. The file of each homeowner that has an application under review, shall be available for consultation at the meeting.
- Agenda and Minutes will be done by the Chairperson. The chairperson shall also attend the Board Meeting and personally give the AERC report.
- AERC members will share in the other responsibilities of the committee.
 - To maintain a shared electronic list of violations observed/AERC actions
 - To maintain the committee's working files
 - To monitor and update the Guidelines
 - To monitor the common areas/landscaping
 - To draft personal letters from the AERC
 - To draft articles for the newsletter
- Review of minutes, agendas and general topics will be conducted by email among committee members. These emails should be considered as private discussions among committee members and not forwarded.
- Voting will only be conducted at meetings and by those members present.
- A Liaison from the Board commonly attends AERC meetings to provide the Board's point of view of various activities and issues that relate to the AERC. In exceptional circumstances, the Liaison may request that the AERC discuss an issue with the Board. In such an instance, any vote will be deferred pending consultation with the Board.
- Houses for sale should be noted and passed to the management company (via email) who will check for existing violations, liens.
- The neighborhood will be divided up into areas and members will be assigned an area for monitoring.
- When there is little AERC business and no contentious issues, meetings can be conducted by email if members agree. Quorum and voting procedures remain the same. However, meeting length will be significantly extended

Approved 2/7/06

(e.g. 2-3 days) in order to support member communication.

Application Review Procedures

- The AERC shall work with the homeowner to get the application approved - within the boundaries of the Guidelines and Covenants.
- The management company (MTM) will mail to each committee member just after the 15th of the month, any new applications for review. Each member should view the property from the street.
- The AERC member whose area the applicant is in, shall contact the homeowner with:
 - we have received your application and it will be discussed at our next meeting
 - you are invited to attend our next meeting
 - clarify the application if needed (It is very important to get all the info required for a clear vote before the meeting.)
 - you will be called within 24 hours of the meeting with the result
- Views of absent AERC members can be included in the discussion of an application but there will not be proxy votes. Members must be at the meeting to vote.
- In accordance with the Covenants, any application not voted on within 60 days of submission is automatically approved. Therefore, all applications will be voted on at each meeting.
- Contingent approvals (contingent upon a future action of the homeowner) shall be avoided since they require future monitoring that not always can be done. It is better to disapprove an application with explanation, and have the homeowner resubmit when the future action is complete.

Homeowner Issues

- Assigned neighborhood areas should be checked the week prior to the meeting. This is a visual inspection from the street. Possible maintenance issues or violations observed will be discussed at the meeting.
- Any issue brought to the AERC by a homeowner will be discussed at the next meeting and included in the Minutes.
- Letters to homeowners should be personalized if at all possible. Group letters can be standardized, but should still maintain a personal flavor.
- The management company will send letters to homeowners. MTM will accept email drafts from the AERC, copy specific text onto MTM stationary and then send out the letter to the homeowner.

Meetings

- Meetings will be held at AERC member houses at 7:30pm and will be structured to last no longer than 2 hours.
- The working file of all applicants will be brought to the meeting.
- If an applicant attends the meeting, the discussion of that application will take place in front of and with the homeowner. However, homeowners will not be present during voting.

Procedures

- These procedures shall be updated as necessary throughout the year with changes recorded in the AERC Minutes.
- The AERC shall present these procedures to the Board early in the calendar year for approval.