

## **BRITTON FALLS**

### **HOA GOVERNING DOCUMENTS REVIEW/REVISION PROCESS**

**Original Issue: January 20, 2012**

1. The Transition and Governing Documents Subcommittee will review the documents, and along with inputs already received and guidance from the Advisory Committee (AC) and Britton Falls Property Manager (PM), and develop a proposed “first round” revision statement.
2. The current document contents that are being revised and the proposed revisions will be presented together to facilitate a comparison and provide an easy means of seeing the changes.
3. After an approximately two week review period by the AC and PM, the comments will be reconciled and consolidated into a modified or “second round” revision by the Subcommittee and presented to the AC and PM. In the case of unresolved, conflicting input, those items will be presented to the AC for a vote on what modifications to use.
4. The AC and PM will then identify which of the “second round” revisions should be presented for review and input by the Homeowners or other interested or affected groups. This will be distributed by E-mail under the auspices of the Chair of the AC. The E-mail will describe the review/revision efforts which will lead to a set of proposed revisions of the HOA governing documents going to the HOA Board of Directors for a decision.
5. After an approximately three week review period, the Homeowners comments will be handled in a similar fashion to item 3 above. Following adoption of these “third round” proposed revisions, the results will be communicated back to the appropriate Homeowners for information only—not for further review or comment.
6. The “third round” proposed revisions will then be presented to the Board of Directors for review and decision.

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