

This process was adopted by unanimous consent of the Board, which is memorialized by Board of Directors Resolution dated November 10, 2023.

The Board realizes that as projects age the members of the different Special Service Communities may desire to adjust their services. For this reason, the Board has developed the following process to allow this change of services to be brought forth by the members. The process will be member driven with oversight by the Board of Directors.

*Step 1:* Any member or group of members (“Presenter”), within the community, can initiate this process with the redrafting of the “Scope of Services”.

*Step 2:* The Presenter of the action is then responsible for collecting signatures of not less than 67% of the affected members. The collection of signatures will require an address, legal name, valid phone number and valid email address.

*Step 3:* Upon the completion of Step 1 and Step 2, the Presenter will submit the packet of information to the Board, along with an application fee. The application fee is used for expenses related to the confirmation of the submitted information and signatures. Upon completion of this step the Board will issue a formal determination of a “complete” or “incomplete” application. In the circumstances of an incomplete application the Board will either request additional information or deny the application (either action would be done in writing by the Board to the Presenter).

*Step 4:* If the application is deemed complete, a notification will be sent out to the affected members. If additional costs are incurred, above the application fee, the member or group of members will be responsible for these costs. This notification will include:

- a. The updated draft of the “Scope of Services”
- b. A dated deadline for members to submit a letter in favor of or in opposition to this action.
- c. A date for the official member vote on this action and instructions on how to vote.

*Step 5:* Upon the deadline for members to submit letters in favor or opposition, all letters will be made available on the HOA website and a link will be emailed out to all affected members.

*Step 6:* Upon the deadline for voting, the action will only be approved if 67% or more of the voting members vote in favor of the action. A vote not submitted would count as a vote in denial of the application. There will be no appeal allowed of this final vote. Any continued effort by the Presenter will need to go back through the process outlined above.

*Step 7:* Upon a vote of approval, the updated “Scope of Services” will go into effect as of the next budget cycle or expiration of contracted services, whichever is most restrictive.