

**AMENDMENT  
TO HOMEOWNERS DISCLOSURE  
STATEMENT FOR**

**HERITAGE HARBOUR COMMUNITY  
COMMUNITY ASSOCIATION, INC.  
(Annapolis)**

For deposit with the Circuit Court for Anne Arundel County this 2<sup>th</sup> day of August, 2000.

1 Policy Resolution No. 6 - Amendment 1 - Procurement Policies - Approved April 11, 2000

2 Administrative Resolution No. 3 - Amendment 1 - A&ERC - Approved July 11, 2000

RECORDING FEE 25.00  
TOTAL 25.00  
REF # 45382  
RPT # 472  
AUG 02, 2000 12:57 PM

00 AUG-2 PM 1:04  
RECEIVED FOR RECORD  
CIRCUIT COURT, A.A. COUNTY

Return to: *Heritage Harbour Community Association, Inc., 959 River Strand Loop, Annapolis, Maryland 21401*

08/02/00/10300.001

By: *Elmore & Associates, P.A.*

**HERITAGE HARBOUR COMMUNITY ASSOCIATION, INC.**

**ADMINISTRATIVE RESOLUTION NO. 3  
AMENDMENT 1**

**ARCHITECTURAL AND ENVIRONMENTAL REVIEW COMMITTEE**

**WHEREAS**, the Board of Directors has appointed the AERC to advise the Board in recommending regulations, policies and procedures necessary to implement the provisions of Article VIII of the Declaration and to monitor compliance with the Declaration and the regulations established by the Board.

**WHEREAS**, on June 13, 2000, the Board of Directors added responsibility to the AERC for the oversight of the Association's program to promote the proper maintenance and upkeep of members' properties.

**NOW THEREFORE, BE IT RESOLVED THAT** the following amendments are made to Administrative Resolution No. 3 to incorporate the added responsibility of the AERC.

**Section I is revised to read as follows:**

**I. RESPONSIBILITIES**

The Architectural and Environmental Review Committee (AERC) shall have the following responsibilities.

A. The AERC is responsible for executing the provisions of Article VIII of the Declaration as it relates to the requirement for approval of plans and specifications for proposed improvements or structures. In meeting this general responsibility, the AERC shall be responsible for:

1. Establishing policies and procedures for the submission of plans and specifications for approval; and
2. Determining whether proposals for construction or alterations meet the requirements of the Declaration and Regulations; and
3. Assisting the Board of Directors in monitoring and enforcing the provisions of the Declaration and Regulations.

B. The AERC is responsible for oversight of the Association's program to promote the

proper maintenance and upkeep of members' properties for the purpose of maintaining Heritage Harbour property values.

Section IV is revised to read:

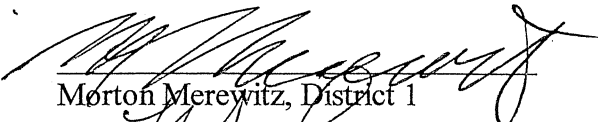
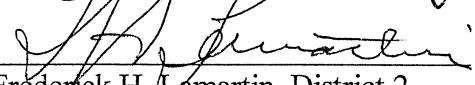
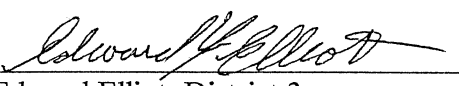
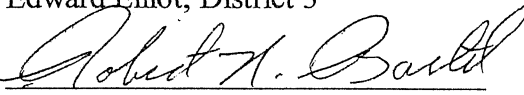
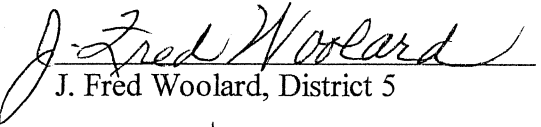
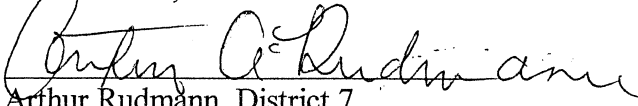
#### IV. FUNCTIONS OF THE COMMITTEE

A. In fulfilling its responsibility for executing the provisions of Article VIII of the Declaration related to improvements or structures, the AERC shall perform the following functions.

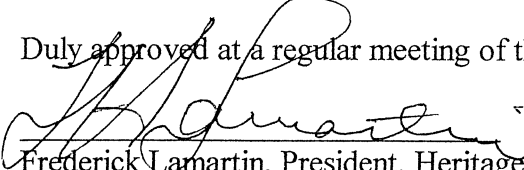
1. Review, approve, disapprove or return applications and plans submitted by owners for external alterations to individual properties in a timely and orderly manner.
2. Conduct periodic inspections of work in progress to insure conformity with approved standards and guidelines. Upon the completion of any construction or alterations or other improvements or structure in accordance with approved plans and specification, the AERC shall, at the request of the owner thereof, issue a certificate of compliance, which shall be prima facie evidence that such construction, alterations, or other improvements referenced in such certificate have been approved by the AERC and constructed or installed in full compliance with all requirements as provided in Article VIII of the Declaration.
3. Establish policies and procedures regarding the form and content of plans and specifications to be submitted for approval, and to assist the Board of Directors in establishing the regulations for inclusion in the Book of Resolutions as they relate to architectural and environmental matters.
4. Investigate any alleged action of non-compliance with this Resolution, and make efforts to obtain voluntary compliance. If voluntary compliance cannot be achieved, refer the case, with recommendations to the Board of Directors.
5. Assist the Management Agent in the inspections of the community to determine whether unapproved construction or alterations or structure have been made to any Lot or Common Area.
6. Recommend to the Board of Directors projects, improvements and policies to enhance the appearance of the Community.

B. In fulfilling its responsibility for the Association's program to promote the proper maintenance and upkeep of members' properties, the AERC shall perform the following functions.

1. Recommend for Board approval standards by which the appearance and condition of members' properties may be evaluated.
2. Devise and institute inspection forms, inspection and evaluation procedures, and inspection records.
3. Coordinate with the management Agent to ensure that routine inspections of each residential property are conducted at least once every three years.
4. Monitor inspection results and mediate and otherwise resolve inspection disputes.
5. Institute and carry out an ongoing program to inform the membership of the goals, methods, and results of inspections and to promote voluntary compliance with standards.

	Yes	No	Abstain
 Morton Merewitz, District 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Frederick H. Lamartin, District 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Edward Elliot, District 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Robert Bartel, District 4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 J. Fred Woolard, District 5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Absent</u> Robert Mack, District 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Arthur Rudmann, District 7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Duly approved at a regular meeting of the Board of Directors on July 11, 2000.

  
Frederick Lamartin, President, Heritage Harbour Community Association, Inc.

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AMENDMENT 1**

**ARCHITECTURAL AND ENVIRONMENTAL REVIEW COMMITTEE**

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**WHEREAS**, on June 13, 2000, the Board of Directors added responsibility to the AERC for the oversight of the Association's program to promote the proper maintenance and upkeep of members' properties.

**NOW THEREFORE, BE IT RESOLVED THAT** the following amendments are made to Administrative Resolution No. 3 to incorporate the added responsibility of the AERC.

**Section I is revised to read as follows:**

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A. The AERC is responsible for executing the provisions of Article VIII of the Declaration as it relates to the requirement for approval of plans and specifications for proposed improvements or structures. In meeting this general responsibility, the AERC shall be responsible for:

1. Establishing policies and procedures for the submission of plans and specifications for approval; and
2. Determining whether proposals for construction or alterations meet the requirements of the Declaration and Regulations; and
3. Assisting the Board of Directors in monitoring and enforcing the provisions of the Declaration and Regulations.

B. The AERC is responsible for oversight of the Association's program to promote the

proper maintenance and upkeep of members' properties for the purpose of maintaining Heritage Harbour property values.

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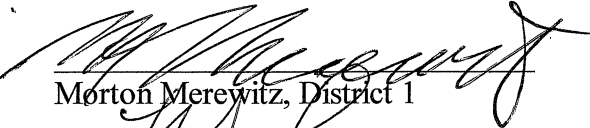

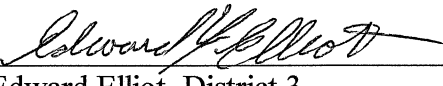
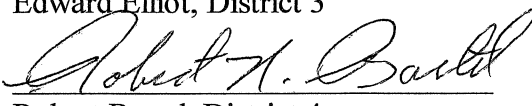
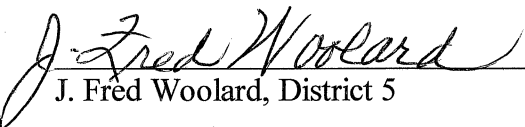
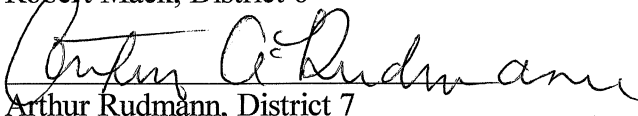
#### **IV. FUNCTIONS OF THE COMMITTEE**

A. In fulfilling its responsibility for executing the provisions of Article VIII of the Declaration related to improvements or structures, the AERC shall perform the following functions.

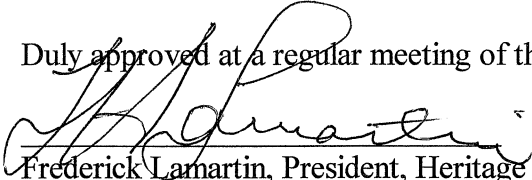
1. Review, approve, disapprove or return applications and plans submitted by owners for external alterations to individual properties in a timely and orderly manner.
2. Conduct periodic inspections of work in progress to insure conformity with approved standards and guidelines. Upon the completion of any construction or alterations or other improvements or structure in accordance with approved plans and specification, the AERC shall, at the request of the owner thereof, issue a certificate of compliance, which shall be prima facie evidence that such construction, alterations, or other improvements referenced in such certificate have been approved by the AERC and constructed or installed in full compliance with all requirements as provided in Article VIII of the Declaration.
3. Establish policies and procedures regarding the form and content of plans and specifications to be submitted for approval, and to assist the Board of Directors in establishing the regulations for inclusion in the Book of Resolutions as they relate to architectural and environmental matters.
4. Investigate any alleged action of non-compliance with this Resolution, and make efforts to obtain voluntary compliance. If voluntary compliance cannot be achieved, refer the case, with recommendations to the Board of Directors.
5. Assist the Management Agent in the inspections of the community to determine whether unapproved construction or alterations or structure have been made to any Lot or Common Area.
6. Recommend to the Board of Directors projects, improvements and policies to enhance the appearance of the Community.

B. In fulfilling its responsibility for the Association's program to promote the proper maintenance and upkeep of members' properties, the AERC shall perform the following functions.

1. Recommend for Board approval standards by which the appearance and condition of members' properties may be evaluated.
2. Devise and institute inspection forms, inspection and evaluation procedures, and inspection records.
3. Coordinate with the management Agent to ensure that routine inspections of each residential property are conducted at least once every three years.
4. Monitor inspection results and mediate and otherwise resolve inspection disputes.
5. Institute and carry out an ongoing program to inform the membership of the goals, methods, and results of inspections and to promote voluntary compliance with standards.

	Yes	No	Abstain
 Morton Merewitz, District 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Frederick H. Lamartin, District 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Edward Elliot, District 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Robert Bartel, District 4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 J. Fred Woolard, District 5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Absent</u> Robert Mack, District 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Arthur Rudmann, District 7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Duly approved at a regular meeting of the Board of Directors on July 11, 2000.

  
Frederick Lamartin, President, Heritage Harbour Community Association, Inc.



**AMENDMENT  
TO HOMEOWNERS DISCLOSURE  
STATEMENT FOR**

**HERITAGE HARBOUR COMMUNITY  
COMMUNITY ASSOCIATION, INC.  
(Annapolis)**

✓ *Note, correction to cover page of April 22, 1999 filing as follows:*

1. ~~Policy~~ Administrative Resolution No. 3 - Architectural & Environmental Review Committee  
(April 13, 1999)

RECORDING FEE 25.00  
TOTAL 25.00  
Reg # AA13 Rpt # 22793  
RFD DCA Bk # 1257  
May 07, 1999 01:10 PM

*The word Policy is stricken and replaced with the word Administrative.*

For deposit with the Circuit Court for Anne Arundel County this 7<sup>th</sup> day of May, 1999.

1. Policy Resolution No. 3 Amendment 1 - Imposition of Sanctions  
(April 13, 1999)

Return to: Elmore & Associates, P.A., Kathleen M. Elmore, Esquire, P. O. Box 6488, Annapolis, Maryland 21401

05/07/99/10300.001

ANNE ARUNDEL COUNTY  
MAY -7 PM 1:06

**HERITAGE HARBOUR COMMUNITY ASSOCIATION, INC.**

**ADMINISTRATIVE RESOLUTION NO. 3**

**ARCHITECTURAL AND ENVIRONMENTAL REVIEW COMMITTEE**

WHEREAS, Article VIII, Section 2 of the Declaration of Covenants of Heritage Harbour (the Declaration) requires the Board of Directors to appoint an Architectural and Environmental Review Committee (AERC) of three (3) or more persons;

WHEREAS, the Board of Directors has appointed the AERC to advise the Board in recommending regulations, policies and procedures necessary to implement the provisions of Article VIII of the Declaration and to monitor compliance with the Declaration and the regulations established by the Board.

**NOW THEREFORE, BE IT RESOLVED THAT** the AERC is established, having the following terms of reference.

**I. RESPONSIBILITY**

A. The primary responsibility of the AERC is to establish policies and procedures regarding the plans and specifications submitted for approval under the provisions of Article VIII of the Declaration, and to advise and assist the Board of Directors in establishing the Policy Resolutions, Administrative Resolutions, guidelines, and rules and regulations for executing the Declaration.

B. An additional responsibility is to review applications for alterations to dwellings and the use of Common Areas for compliance with the Declaration and Resolutions, and to determine the appropriate disposition of such applications.

C. The AERC shall also assist the Board of Directors in monitoring and enforcing the provisions of the Declaration and Resolutions applicable to architectural and environmental matters.

**II. ORGANIZATION AND TERM**

A. The AERC shall consist of at least two Class A members from each election district appointed by the President, subject to confirmation by the Board. The Chairman of the Grounds Committee shall be an ex officio member.

B. Members shall be appointed to serve for a normal term of three years. Appointments

shall be staggered to provide for continuity.

LIBER 019 PAGE 252

C. Members of the AERC serve at the pleasure of the Board of Directors and may be removed by the Board. The Committee may vote to recommend to the Board of Directors removal of any Committee member(s) upon a show of good cause.

### III. OFFICERS

A. At its first regular meeting after appointment, the AERC members shall nominate a Chairperson and Vice-Chairperson for appointment by the Board of Directors.

B. Functions of the Chairperson shall include, but not be limited to, the following.

1. Coordinate and supervise the Committee activities and meetings to ensure that Committee responsibilities are met.
2. Prepare Committee reports, as requested by the Board of Directors, for inclusion in the agenda for meetings of the Board.
3. Represent the Committee at meetings of the Board of Directors.

C. Functions of the Vice-Chairperson shall include, but not be limited to, the following.

1. Perform all functions of the Chairperson in the Chairperson's absence.
2. Upon the vacancy of the Chairperson's position, assume the Chairperson's position until a new Chairperson is appointed.

E. The Chairperson shall designate a Recorder from among the members of the Committee. Functions of the Recorder shall include, but not be limited to, the following.

1. Record minutes of all Committee meetings and, through the Chairperson, transmit copies to the Board of Directors. The minutes shall include documentation on Committee decisions, recommendations, and activities.
2. Maintain a roster of Committee membership, officers and terms.
3. Ensure that the records of the Committee's actions are retained in the records of the Association. Such records shall include minutes of Committee meetings, recommendations of the Committee, actions taken on all applications along with accompanying plans and specifications, and results of inspections.

#### IV. FUNCTIONS OF THE COMMITTEE

LIBER 019 PAGE 252-A

In fulfilling its responsibilities, the Architectural and Environmental Review Committee shall perform the following functions.

A. Review, approve, disapprove or return applications and plans submitted by owners for external alterations to individual properties in a timely and orderly manner.

B. Conduct periodic inspections of work in progress to insure conformity with approved standards and guidelines. Upon the completion of any construction or alterations or other improvements or structure in accordance with approved plans and specification, the AERC shall, at the request of the owner thereof, issue a certificate of compliance, which shall be prima facia evidence that such construction, alterations, or other improvements referenced in such certificate have been approved by the AERC and constructed or installed in full compliance with all requirements as provided in Article VIII of the Declaration.

C. Establish policies and procedures regarding the form and content of plans and specifications to be submitted for approval, and to assist the Board of Directors in establishing the regulations for inclusion in the Book of Resolutions as they relate to architectural and environmental matters.

D. Investigate any alleged action of non-compliance with this Resolution, and make efforts to obtain voluntary compliance. If voluntary compliance cannot be achieved, refer the case, with recommendations to the Board of Directors.

E. Conduct an annual inspection of the community to determine whether unapproved construction or alterations or structure have been made to any Lot or Common Area, and to make a report, with recommendations, to the Board of Directors.

F. Recommend to the Board of Directors projects, improvements and policies to enhance the appearance of the Community.

#### V. MEETINGS

A. The Committee shall hold a regular meeting each month at a date and time agreed to by the membership. Special meetings may be called by the Chairperson or upon request of the President of the Association. The time and date of regular monthly meetings and open special meetings shall be announced at least three days in advance of the date of the meeting. Publication of the schedule for regular monthly meetings in Harbour Lights or other publication delivered to each member shall be considered as notice given.

B. Meetings shall be held at a location in the Lodge and be open to attendance by

members of the Association, unless the meeting is closed under the terms of the Maryland Homeowners Association Act.

C. A simple majority of the total Committee members shall be a quorum to conduct the business of the Committee; however, the affirmative vote of a majority of the total membership of the Committee shall be required in order to approve any application.

## VI. AUTHORITY AND APPEAL

A. The responsibilities and duties of the AERC shall in no way alter or effect the powers of the Board of Directors as provided by the Declaration and the By-Laws of the Association.

B. Any party dissatisfied with a decision of the AERC may, within fifteen (15) days of the date on which notice of the decision is mailed, appeal that decision to the Board of Directors. The appeal must be in writing addressed to the President of the Association.

1. Within thirty (30) days of the receipt of the appeal, the President shall call a special meeting of the Board of Directors to hear the appeal, and shall notify the appellant and the Chairperson of the AERC, in writing, of the date and time of the hearing. Special meetings for the purpose of hearing appeals are closed.

2. The appellant may elect another person to present his/her case at the hearing, and may bring up to three (3) supporters to the hearing. However, the appellant must notify the President at least three (3) business days in advance of the hearing of the name of the person elected to present the appellant's case and/or the name(s) of any supporters to appear at the hearing.

3. The Chairperson of the AERC may bring up to two (2) persons to the hearing to assist in stating the case for the AERC decision.

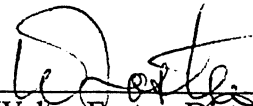
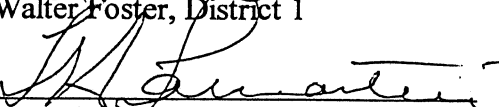
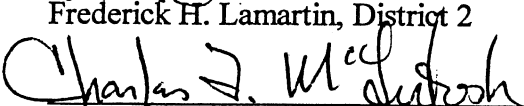
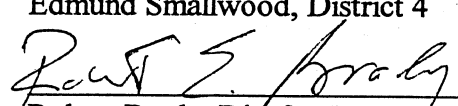
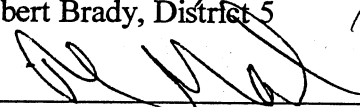
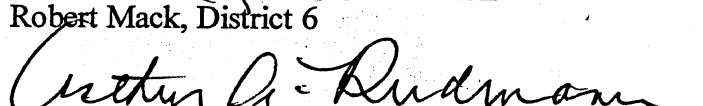
4. At the hearing, the President (or other Director delegated to preside) will call the meeting to order and introduce the case. The appellant will be allowed to state his/her reasons for disagreement with the decision of the AERC. Supporters will also be allowed a reasonable amount of time to address the Board of Directors. Following the presentation of the appellant's case, the Chairperson of the AERC (or his/her designee) shall be given an opportunity to state the case for the AERC decision. The President may allow a period for Directors to question the appellant or the Chairperson of the AERC. After the question period, the room will be cleared and the Board of Directors will consider the case.

5. The Board of Directors may: (a) affirm, (b) reverse, (c) modify, or (c) remand the decision appealed. If the case is remanded, the Board of Directors may include

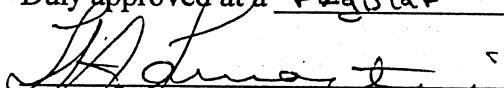
instructions for resolving the case.

LIBER 019 PAGE 254

5. Within three (3) days of the hearing, the President (or the Secretary) will notify the appellant and the Chairperson of the AERC of the decision of the Board. Unless the Board of Directors remands the case to the AERC, the case then becomes final.

	Yes	No	Abstain
 Walter Foster, District 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Frederick H. Lamartin, District 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Charles McIntosh, District 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Absent</u> Edmund Smallwood, District 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Robert Brady, District 5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Robert Mack, District 6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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1. Policy Resolution No. 3 Amendment 1 - Imposition of Sanctions  
(April 13, 1999)

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TOTAL 25.00  
Rest AA15 Acct # 38255  
R/O RE Bk # 3247  
Apr 23, 1999 02:41 PM

1. Policy Resolution No. 3 - Architectural & Environmental Review Committee (April 13, 1999)
2. Policy Resolution No. 5 - Architectural & Environmental Review Procedures and Guidelines (April 13, 1999)

Return to: *Elmore & Associates, P.A., Kathleen M. Elmore, Esquire, P. O. Box 6488, Annapolis, Maryland 21401*

04/22/99/10300.001



**HERITAGE HARBOUR COMMUNITY ASSOCIATION, INC.**

**ADMINISTRATIVE RESOLUTION NO. 3**

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B. An additional responsibility is to review applications for alterations to dwellings and the use of Common Areas for compliance with the Declaration and Resolutions, and to determine the appropriate disposition of such applications.

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B. Members shall be appointed to serve for a normal term of three years. Appointments

shall be staggered to provide for continuity.

LIBER 019 PAGE 252

C. Members of the AERC serve at the pleasure of the Board of Directors and may be removed by the Board. The Committee may vote to recommend to the Board of Directors removal of any Committee member(s) upon a show of good cause.

### III. OFFICERS

A. At its first regular meeting after appointment, the AERC members shall nominate a Chairperson and Vice-Chairperson for appointment by the Board of Directors.

B. Functions of the Chairperson shall include, but not be limited to, the following.

1. Coordinate and supervise the Committee activities and meetings to ensure that Committee responsibilities are met.
2. Prepare Committee reports, as requested by the Board of Directors, for inclusion in the agenda for meetings of the Board.
3. Represent the Committee at meetings of the Board of Directors.

C. Functions of the Vice-Chairperson shall include, but not be limited to, the following.

1. Perform all functions of the Chairperson in the Chairperson's absence.
2. Upon the vacancy of the Chairperson's position, assume the Chairperson's position until a new Chairperson is appointed.

E. The Chairperson shall designate a Recorder from among the members of the Committee. Functions of the Recorder shall include, but not be limited to, the following.

1. Record minutes of all Committee meetings and, through the Chairperson, transmit copies to the Board of Directors. The minutes shall include documentation on Committee decisions, recommendations, and activities.
2. Maintain a roster of Committee membership, officers and terms.
3. Ensure that the records of the Committee's actions are retained in the records of the Association. Such records shall include minutes of Committee meetings, recommendations of the Committee, actions taken on all applications along with accompanying plans and specifications, and results of inspections.

#### IV. FUNCTIONS OF THE COMMITTEE

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In fulfilling its responsibilities, the Architectural and Environmental Review Committee shall perform the following functions.

A. Review, approve, disapprove or return applications and plans submitted by owners for external alterations to individual properties in a timely and orderly manner.

B. Conduct periodic inspections of work in progress to insure conformity with approved standards and guidelines. Upon the completion of any construction or alterations or other improvements or structure in accordance with approved plans and specification, the AERC shall, at the request of the owner thereof, issue a certificate of compliance, which shall be prima facia evidence that such construction, alterations, or other improvements referenced in such certificate have been approved by the AERC and constructed or installed in full compliance with all requirements as provided in Article VIII of the Declaration.

C. Establish policies and procedures regarding the form and content of plans and specifications to be submitted for approval, and to assist the Board of Directors in establishing the regulations for inclusion in the Book of Resolutions as they relate to architectural and environmental matters.

D. Investigate any alleged action of non-compliance with this Resolution, and make efforts to obtain voluntary compliance. If voluntary compliance cannot be achieved, refer the case, with recommendations to the Board of Directors.

E. Conduct an annual inspection of the community to determine whether unapproved construction or alterations or structure have been made to any Lot or Common Area, and to make a report, with recommendations, to the Board of Directors.

F. Recommend to the Board of Directors projects, improvements and policies to enhance the appearance of the Community.

#### V. MEETINGS

A. The Committee shall hold a regular meeting each month at a date and time agreed to by the membership. Special meetings may be called by the Chairperson or upon request of the President of the Association. The time and date of regular monthly meetings and open special meetings shall be announced at least three days in advance of the date of the meeting. Publication of the schedule for regular monthly meetings in Harbour Lights or other publication delivered to each member shall be considered as notice given.

B. Meetings shall be held at a location in the Lodge and be open to attendance by

members of the Association, unless the meeting is closed under the terms of the Maryland Homeowners Association Act.

C. A simple majority of the total Committee members shall be a quorum to conduct the business of the Committee; however, the affirmative vote of a majority of the total membership of the Committee shall be required in order to approve any application.

## **VI. AUTHORITY AND APPEAL**

A. The responsibilities and duties of the AERC shall in no way alter or effect the powers of the Board of Directors as provided by the Declaration and the By-Laws of the Association.

B. Any party dissatisfied with a decision of the AERC may, within fifteen (15) days of the date on which notice of the decision is mailed, appeal that decision to the Board of Directors. The appeal must be in writing addressed to the President of the Association.

1. Within thirty (30) days of the receipt of the appeal, the President shall call a special meeting of the Board of Directors to hear the appeal, and shall notify the appellant and the Chairperson of the AERC, in writing, of the date and time of the hearing. Special meetings for the purpose of hearing appeals are closed.

2. The appellant may elect another person to present his/her case at the hearing, and may bring up to three (3) supporters to the hearing. However, the appellant must notify the President at least three (3) business days in advance of the hearing of the name of the person elected to present the appellant's case and/or the name(s) of any supporters to appear at the hearing.

3. The Chairperson of the AERC may bring up to two (2) persons to the hearing to assist in stating the case for the AERC decision.


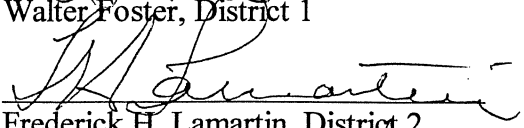
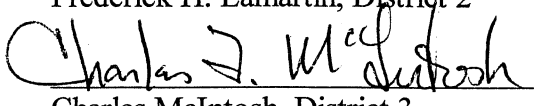
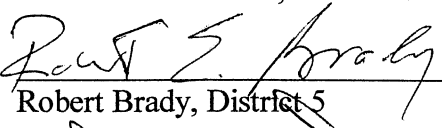

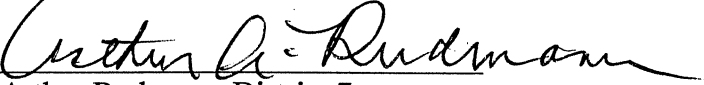
4. At the hearing, the President (or other Director delegated to preside) will call the meeting to order and introduce the case. The appellant will be allowed to state his/her reasons for disagreement with the decision of the AERC. Supporters will also be allowed a reasonable amount of time to address the Board of Directors. Following the presentation of the appellant's case, the Chairperson of the AERC (or his/her designee) shall be given an opportunity to state the case for the AERC decision. The President may allow a period for Directors to question the appellant or the Chairperson of the AERC. After the question period, the room will be cleared and the Board of Directors will consider the case.

5. The Board of Directors may: (a) affirm, (b) reverse, (c) modify, or (c) remand the decision appealed. If the case is remanded, the Board of Directors may include

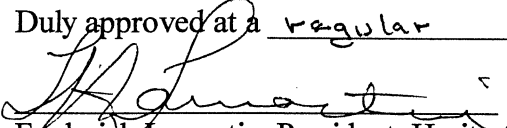
instructions for resolving the case.

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5. Within three (3) days of the hearing, the President (or the Secretary) will notify the appellant and the Chairperson of the AERC of the decision of the Board. Unless the Board of Directors remands the case to the AERC, the case then becomes final.

	Yes	No	Abstain
 Walter Foster, District 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Frederick H. Lamartin, District 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Charles McIntosh, District 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Absent</u> Edmund Smallwood, District 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Robert Brady, District 5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Robert Mack, District 6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Arthur Rudmann, District 7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Duly approved at a regular meeting of the Board of Directors on April 13, 1999.

  
Frederick Lamartin, President, Heritage Harbour Community Association, Inc.