

DVCA DEEDS COMMITTEE BY-LAWS

Revised April, 2018

- I. The name of this committee is Deed Restrictions.
- II. The purpose of this committee is to assist the Board in monitoring compliance with deed restrictions, architectural requirements and Protective Covenants. They shall submit to the Board any applications or violations that are complex, unusual, have not been addressed before, or may require legal action.

The purpose of the Deed Restrictions Committee falls into two major categories:

Architectural Review and Control - Evaluate and approve the plans, specifications and locations for all improvements, including without limitation, buildings, fences, landscaping, parking, exterior painting and changes therein.

Deed Restrictions Enforcement - To enforce the covenants, restrictions and reservations contained in the Protective Covenants and deeds of conveyance.

An on-going surveillance for the purpose of noting violations of the Protective Covenants is essential for the preservation of values and quality of living standard of the community. These violations must be noted and resolved in a timely manner so as to not allow the creation of precedents and an accumulation of offensive exceptions.

This requires continual monitoring and sensitivity to both the people alleging violation as well as the people being accused. It is important that there be harmony in the community but not at the sacrifice of those elements that create and maintain the quality of the living environment.

III. Membership

This committee is limited to a maximum of eleven (11) active members (Article 9.2 of DVCA By-Laws). Membership in this Committee is open to any person 18 years of age or older, who is a member in good standing in the Deerfield Village Community Association.

Persons desiring to be members of this committee shall be nominated for membership by a member of the committee at any regularly scheduled meeting thereof and accepted by a majority vote of the members present. Such acceptance of membership shall be subject to approval by the Board of Trustees. The Chairman will extend the invitation to newly elected members.

1. A newly elected member shall have no voting rights until the member has attended two (2) committee meetings.

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2. To remain a member, the member must:
 - a. attend at least 3 of the 5 most recent Regular meetings (unless absences have the prior approval of a majority of the committee).
 - b. not miss completing assigned monthly sectional surveillances for two consecutive months, (having failed to notify the Chairman and/or assign surveillance responsibilities to another member), shall be considered inactive and replaced by nominations from the committee
3. When a committee member misses two meetings in a row, he/she will be contacted regarding his/her active status.
4. Members who do not meet the requirements in 2 above will be considered inactive and replaced by nominations from the committee.
5. There can only be one voting member per lot. For those members with more than one lot, there is only one vote per person. The membership of the Committee should consist of representatives from all sections of Deerfield Village.
6. A member desiring to resign from the committee shall do so by letter.

All members should avoid conflicts of interest (as defined in the "DVCA Code of Ethics" and copied with "Trustee" modified to "Member" below) and promptly inform the committee of the material facts as to the relationship or interest that may create a conflict of interest.

- IV. The Committee should have a Chairman, Vice-Chairman, and Secretary. A Chairman is required. Term of office is one (1) year. An individual may hold office for no more than three (3) consecutive terms unless an exception is given by the board. Elections are to be held at the January Committee meeting.

The Chairman and Vice Chairman of the Committee must be "Voting" members as described above, unless an exception is given by the DVCA board.

The Chairman is to attend the DVCA Board monthly meetings to give a status report and to communicate any Deeds issues being referred to the Board.

If during the year the Chairman resigns, the Vice-Chairman will fill the Chairman's unexpired term, and will appoint a committee member to fill the unexpired term of the Vice-Chairman. If during the year the Vice-Chairman or Secretary resigns, the Chairman will appoint a Committee member to fill the unexpired terms.

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Any election or change in chairmanship requires the new Chairman to be submitted to the DVCA Board for approval at their next regular meeting. A chairman of a committee and a trustee cannot reside in the same member household.

- V. The Committee must meet at least once per month at a regularly scheduled meeting. A regular meeting date and/or time may be changed or cancelled only if it is approved by a majority vote of the committee at a prior meeting and there must be public notice (DVCA office, newsletter and website) given of such change. Special meetings may be called by the Chairman with a minimum of 72 hours notice to all voting members and the DVCA Board Trustee Representative. Special meetings should be communicated to the DVCA office for public posting at the office and on the web.

To hold a vote, there must be a quorum of 51% or at least 6 of the members present. Proxy votes are not allowed.

VI. RULES OF ORDER

- A. The Chairman will provide an agenda of topics to the attendees of the meeting. Any resident of Deerfield Village may attend the meeting. Any resident may contact the Chairman prior to the meeting and enter an item of discussion on the agenda. The Chairman will introduce each topic for discussion, guide the discussion and bring the discussion to a conclusion. All attendees shall be permitted to express their views on a topic. Only "Voting Members" can make motions and vote.

A member will not be allowed to speak or vote on any matter in which there is a conflict of interest;

- B. Rule will be by majority vote. A phone in vote will be allowed at the meeting if a voting member cannot attend due to a conflict. A speakerphone at the meeting will be required for a phone vote to be held. If the minority voters wish to enter a dissenting view, that view will be recorded in the minutes of the meeting.

- VII. The By-laws may be amended once in a twelve month period and cannot conflict with the DVCA By-Laws or Articles of Incorporation. To pass, an amendment must receive a 2/3rds majority vote of the Voting Members. Any changes to the By-Laws will be submitted to the DVCA Board for approval

Conflicts of Interest

A Member shall be considered to have a conflict of interest if:

(a) such Member has an interests in a transaction which might reasonably impair such Member's independent, unbiased judgment in the discharge of his or her responsibilities to DVCA or

(b) such Member is aware that a member of his/her family (which for the purposes of this Article shall be a spouse, parents, siblings, children, and any other

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relative, or any other person that resides in the same household as the Member), or any organization in which such Member (or member of his or her family) is an officer, director, employee, member, partner, or Member, or has a controlling interest, or has an existing or potential financial or other interest that is or may be involved in a transaction with DVCA.

All Members shall avoid conflicts of interest, and disclose to the Board any conflict of interest at the earliest practicable time. No Member shall speak on any matter under consideration at a Board meeting without first disclosing the conflict of interest; and no Members shall vote on any matter in which there is a conflict of interest. The minutes of such meeting shall reflect that a disclosure was made and that the Member abstained from voting. Any Member who is uncertain whether a conflict of interest may exist in any matter may request the Board to resolve the question by majority vote.

All Members shall preserve and protect the confidentiality of all private and proprietary information concerning DVCA.

Original Revision: Approved Nov 26, 2007 and made effective in January, 2008

Amendment 1 - Jan 25, 2010 - added "The Chairman and Vice Chairman of the Committee must be "Voting" members as described in III above, unless an exception is given by the DVCA board." to section IV.

Amendment 2 - Approved April 23, 2018 - combined the latest version of the DVCA Committee By-Laws with the original Deeds By-Laws so it is all in one document.