

## Riverchase HOA Rules for changing Bylaws and CC&R's

From time to time a resident may feel that a Bylaw or a covenant, condition and restriction, hereafter referred to as CC&R's, needs to be amended. It is the policy of the Riverchase Board of Directors to offer this opportunity to residents, if it is allowed by the bylaws and CC&R's.

Since changes to the bylaws and CC&R's is a legal process, and does involve a great expense, the board of directors shall only consider changes once a quarter in the same months as the assessments are due.

The procedure to be followed by an eligible lot owner in the Riverchase HOA is:

1. Research the Bylaw or CC&R to be revised.
2. Present to the board a written application containing:
  - a. The page, section and number of the bylaw to be changed.
  - b. The verbiage to be changed or removed and the new verbiage to be inserted if any.
  - c. The positive and negative impacts of the proposed change upon the Riverchase community.
  - d. Name, address and contact information of the eligible lot owner requesting the change

In response to a request the board will:

1. Review the information and schedule a hearing for the eligible lot owner who wishes the Bylaw or CC&R to be changed.
2. Bylaws and CC&R's that require a vote of the eligible lot owners of the Riverchase community will then require the resident proposing the change to:
  - a. Inform all of the lot owners in the Riverchase community, by providing them the content of the proposed amendment via US mail.
  - b. Have 30 days to obtain the appropriate number of signatures of the eligible lot owner in the Riverchase homeowners community. The number collected shall be consistent with the CC&R or Bylaw to be changed, however this number shall never be less than 20% of all eligible lot owners, in the Riverchase homeowners community.
    - i. The form on which the signatures is collected must contain the following items:
      1. The reason for the petition, and the exact verbiage of the change.
      2. The legible printed name and address of the eligible lot owner and the signature of same owner.
    - ii. The board of directors then has 30 days to verify the signatures of eligible lot owners of the Riverchase homeowners' community present on the original petition form. The original must be presented to the board of directors copies are not acceptable.
  - c. If the appropriate number of verified signatures of the eligible lot owners in Riverchase homeowners community, are present than the board shall:
    - i. Send the measure to legal counsel for review

1. If legal approves the verbiage, and no changes have been made to the measure, then it will be presented to the community as unchanged.
  2. If legal disapproves the verbiage or the change would violate the law or other parts of the documents, then the measure must be sent back to the homeowners with the new and corrected verbiage for re-approval.
- d. If the requirements of number 1 above have been met, than the board shall schedule a meeting, in accordance with Article 4.2 in the Riverchase associations bylaws
3. At the meeting a discussion shall be held if there is a quorum, and if the required number of eligible lot owners, in accordance with Article 4.5, vote for the change, than the change is approved and it will be filed with Collin county in accordance with all applicable laws.