2021 Version

ADMINISTRATIVE RULES AND REGULATIONS

to Supplement the GOVERNING DOCUMENTS for STONEHILL VILLAGE

Promulgated by the Board of Trustees of Stonehill Village Community Association, Inc.

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ADMINISTRATIVE RULES AND REGULATIONS

To Supplement the Governing Documents Of Stonehill Village

The following Administrative Rules and Regulations to supplement the Master Declaration of Covenants, Conditions and Restrictions for Stonehill Village ("Master Declaration") and the Code of Regulations for Stonehill Village Community Association, Inc. ("Code of Regulations"), together with other Governing Documents as referenced herein, are adopted by the Executive Board of Trustees for Stonehill Village Community Association, Inc. pursuant to the Master Declaration of Covenants, Conditions and Restrictions for Stonehill Village.

Section One: OVERVIEW

Part 1.01 Purpose of Administrative Rules and Regulations

Under Section 31.07 of the Master Declaration and Section 10.02 of the Code of Regulations, the Executive Board is authorized to develop and adopt Rules and Regulations relating to the administration the Association and Neighborhood Societies in Stonehill Village. The purpose of the Administrative Rules and Regulations is to further clarify the policies, procedures and standards that the Owners, Members, Boards and Councils will follow, in order to more efficiently administer the Association and Neighborhood Societies. The Administrative Rules and Regulations provide more detail into the Governing Documents, making it easier for all parties to understand what needs to be done in order to remain in compliance with the Governing Documents.

Part 1.02 Amendment and Maintenance of Rules and Regulations

The Executive Board has the authority to amend the Administrative Rules and Regulations by majority vote, in order to reflect changes and improvements the Executive Board may deem necessary or beneficial in the performance of its duties, subject to the rights of the Developer during the Development Period. The most current version of the Administrative Rules and Regulations will be incorporated into, and made a material part of, the Master Declaration and all Governing Documents to the same extent as if they were completely rewritten in each of those documents. The Executive Board will make the Administrative Rules and Regulations available to all Owners upon request.

Part 1.03 Schedules to Administrative Rules and Regulations

The Executive Board has the authority to incorporate additional Schedules to the Administrative Rules and Regulations from time to time, in the discretion of the Executive Board. The Schedules will serve the purpose of further clarifying Executive Board policies on ongoing or temporary matters within the Community. Any Schedules so added to the Administrative Rules and Regulations shall be incorporated by reference, and shall be added to the Association records and any other place where a copy of the Administrative Rules and Regulations is maintained.

Section Two: ELECTIONS AND VOTING

Part 2.01 Two Types of Community-Wide Boards

In addition to the Neighborhood Society Councils for each Neighborhood in the Community, there will be two Community-wide governing boards for the Association: the Association Board and the Executive Board. The Association Board is comprised of all Neighborhood Society Council Members for each Neighborhood in the Community ("Association Board"). All members of the Association Board are equal, at-large members, and there shall be no officers or other elected positions on the Association Board. The Executive Board is comprised of the Trustees elected to serve on the Executive Board in the manner provided herein ("Executive Board"). Any reference to the "Board" in the Governing Documents is a reference to the Executive Board, unless the Association Board is specifically referenced.

Part 2.02 Executive Board of Trustees

The nomination, selection and removal of members of the Executive Board of Trustees will be done by the Association Board, in the following manner:

(a) Nomination Procedures

Prior to each election of Trustees, the current Executive Board will prescribe the opening date and the closing date of a reasonable filing period in which each eligible individual who has an interest in serving as Trustee may file as a candidate for any available Trustee position, with a goal of the election occurring in early-August of each year. Additionally, Association Board members may nominate eligible individuals as candidates for available Trustee positions. Such nominations shall be submitted to the Executive Board during the filing period, and a representative from the Executive Board shall promptly contact the nominated individual to determine whether he or she accepts the nomination and wishes to be a candidate for the Trustee position. Each qualified candidate for election as Trustee will be given a reasonable, uniform opportunity to communicate his or her qualifications and ideas to the Association Board and to solicit votes.

(b) Qualification of Candidates

A candidate for a Trustee position must be a current member of the Association Board. No more than One (1) individual from each Neighborhood in the Community may serve as a Trustee of the Executive Board. In addition to other requirements provided in the Governing Documents, no individual may be a candidate for, or be elected to serve as, Trustee if that individual, or the Owner who that individual represents, is then in violation of any term, condition, requirement or obligation under the Declaration or any other Governing Document.

(c) Election of Executive Board of Trustees

Elections of Trustees must be held prior to the annual meeting of Members. The vote can be taken by secret written ballot at an in-person meeting of the Association Board, or by secure mailed or electronic ballot, in the Executive Board's discretion. If the election is taken by mailed or electronic ballot, the Secretary of the Executive Board will cause notice of the elections to be delivered to each member of the

Association Board at least Ten (10) days prior to the closing date established by the Executive Board for the filing of ballots. Such notice will be accompanied by a written or electronic ballot listing all candidates who have qualified for each vacancy. The notice will specify instructions for how ballots are to be returned and the date by which they must be received in order to be counted, which date will be the "election date." On the election date, the Executive Board or its designee will open and count the ballots, and certify the results to the Secretary of the Executive Board for inclusion in the minutes.

(d) Vote Required

That number of candidates equal to the number of positions to be filled who receive the greatest percentages of the votes assigned will be elected as Trustees. There will be no cumulative voting.

(e) Consecutive Terms

Trustees may be elected to serve any number of consecutive terms. There will not be any term limits imposed upon the members of the Executive Board of Trustees.

(f) Removal of Trustees

Any Trustee may be removed at any time, with or without cause, by the majority vote of the Association Board. Furthermore, any Trustee who has Three (3) consecutive unexcused absences from Executive Board meetings, or who is more than Thirty (30) days delinquent in the payment of any Assessment or other charge due to the Association, or who has failed to remedy any violation of the Declaration or any other Governing Documents within the applicable cure period, may be removed by a majority vote of the Trustees present at a regular or special Executive Board meeting. Any Trustee whose removal is sought will be given notice prior to any meeting called for that purpose, and be given an opportunity to appear at such meeting to explain his or her position.

(g) Resignation of Trustees

Any Trustee may resign at any time by oral statement made at a meeting of the Executive Board, or in writing delivered to the President or Secretary of the Executive Board. Such resignation will take effect immediately or at such other time as specified. A Trustee will automatically be deemed to have resigned whenever the Trustee, or the entity that the Trustee is associated with, sells or otherwise conveys the Lot which qualified such individual to become a Trustee.

(h) Vacancies

If any vacancy or vacancies occur on the Executive Board, whether caused by the death, disability, resignation or removal of a Trustee, the vacancy may be filled by a majority vote of the then-remaining Trustees. The Association Board will have the right to override any election of a replacement Trustee by the Executive Board, and to elect a different replacement Trustee, at any meeting of the Association Board called for that purpose within Ninety (90) days after the Executive Board has acted to fill the vacancy. Any Trustee elected to fill a vacancy will serve the full remaining term of the Trustee for whom he or she has been elected to replace.

Part 2.03 Officers

The nomination, selection and removal of Officers of the Executive Board of Trustees will be done by the Executive Board of Trustees, in the following manner:

(a) Nomination Procedures

Prior to each election of Officers, the current Executive Board will prescribe the opening date and the closing date of a reasonable filing period in which each eligible individual who has an interest in serving as an Officer may file as a candidate for any available Officer position, with a goal of the election occurring in August of each year. Additionally, Association Board members may nominate eligible individuals as candidates for available Officer positions. Such nominations shall be submitted to the Executive Board during the filing period, and a representative from the Executive Board shall promptly contact the nominated individual to determine whether he or she accepts the nomination and wishes to be a candidate for the Officer position. Each qualified candidate for election as an Officer will be given a reasonable, uniform opportunity to communicate his or her qualifications and ideas to the Executive Board and to solicit votes.

(b) Qualification of Candidates

A candidate for an Officer position must be an Owner of a Lot in the Community. In addition to other requirements provided in the Governing Documents, no individual may be a candidate for, or be elected to serve as, an Officer if that individual, or the Owner who that individual represents, is then in violation of any term, condition, requirement or obligation under the Declaration or any other Governing Document.

(c) Election of Officers

Elections of Officer must be held prior to the annual meeting of Members. The vote can be taken by secret written ballot at an in-person meeting of the Executive Board, or by secure mailed or electronic ballot, in the Executive Board's discretion. If the election is taken by mailed or electronic ballot, the Secretary of the Executive Board will cause notice of the elections to be delivered to each Trustee at least Ten (10) days prior to the closing date established by the Executive Board for the filing of ballots. Such notice will be accompanied by a written or electronic ballot listing all candidates who have qualified for each vacancy. The notice will specify instructions for how ballots are to be returned and the date by which they must be received in order to be counted, which date will be the "election date." On the election date, the Executive Board or its designee will open and count the ballots, and certify the results to the Secretary of the Executive Board for inclusion in the minutes.

(d) Vote Required

The candidate for each Officer position who receives the highest number of votes will be elected for that Officer position. There will be no cumulative voting.

(e) Consecutive Terms

Officers may be elected to serve any number of consecutive terms. There will not be any term limits imposed upon the Officers.

(f) Removal of Officers

Any Officer may be removed at any time, with or without cause, by the majority vote of the Executive Board. Furthermore, any Officer who has Three (3) consecutive unexcused absences from Executive Board meetings, or who is more than Thirty (30) days delinquent in the payment of any Assessment or other charge due to the Association, or who has failed to remedy any violation of the Declaration or any other Governing Documents within the applicable cure period, may be removed by a majority vote of the Trustees present at a regular or special meeting. Any Officer whose removal is sought will be given notice prior to any meeting called for that purpose, and be given an opportunity to appear at such meeting to explain his or her position.

(g) Resignation of Officers

Any Officer may resign at any time by oral statement made at a meeting of the Executive Board, or in writing delivered to the President or Secretary of the Executive Board. Such resignation will take effect immediately or at such other time as specified. An Officer will automatically be deemed to have resigned whenever the Officer, or the entity that the Officer is associated with, sells or otherwise conveys the Lot which qualified such individual to become an Officer.

(h) Vacancies

If any vacancy or vacancies occur among the Officers, whether caused by the death, disability, resignation or removal of an Officer, the vacancy may be filled by a majority vote of the Trustees. Any Officer elected to fill a vacancy will serve the full remaining term of the Officer for whom he or she has been elected to replace.

Part 2.04 Methods of Voting on Association Business

Required votes of Members, Board Members, Officers, Council Members, etc. will be handled in the following manner:

(a) In-Person Voting

Matters on the agenda for any regular or special meeting may be voted on at the meeting by an in-person vote, if a quorum is present (as determined by the relevant Governing Documents). Such voting may be done by private ballot, by show of hands, or by vocal vote, in the Executive Board's discretion. Any meetings held by means of telephone conference, video conference or similar communications or technology methods in which all persons participating in the meeting can hear each other shall be treated as an "in-person meeting."

(b) Action in Writing Without Meeting

Any action required or permitted to be taken at a meeting may be taken without a meeting, without prior notice and without a vote if written or electronic consent specifically authorizing the proposed action is provided by a majority of those

entitled to vote on the matter presented. Such written consents will be provided within Sixty (60) days after receipt of the earliest dated consent, delivered to the Association. Such consents will be filed with the minutes of the Association, and will have the same force and effect as a vote at a meeting.

(c) Alternate Methods of Voting

To the extent permitted by Applicable Law, on any given matter the Executive Board may allow an alternate method of voting in those instances in which the Executive Board deems it is not convenient or practical to convene a formal, in person, meeting of the parties entitled to vote on a given matter. In these cases, votes may be cast by ballot, either in writing or by reliable electronic communication, and will provide reasonable procedures and safeguards to assure the accuracy of the ballot voting method.

For matters to be voted on directly by Members, a quorum will be deemed to be present for purposes of the particular matter to be voted upon if at least One-Fourth (¼) of the eligible Members properly cast their ballots. The purpose of this Section is to allow the Executive Board to facilitate opportunities for greater participation by Members in decisions affecting the Association.

Part 2.05 Attendance at Board Meetings

All meetings will be open to attendance, as follows:

(a) Invited Advisors

Professional advisors providing services to the Board in its administration of Association business may be invited to any meeting, in the Board's discretion, subject to the Developer's rights during the Development Period. Such advisors include, but are not limited to: representatives from the property management company employed by the Association, legal counsel, tax advisors and vendors.

(b) Member Meetings

Owner Members are permitted and encouraged to attend all meetings of the Members of the Association. If a Lot is owned by more than one person, all Owners of that Lot are invited to attend meetings of the Members of the Association (though voting by Owner Members is restricted to one vote per Lot, as provided in the Governing Documents). The Developer Member is also permitted and encouraged to attend all meetings of the Members of the Association.

(c) Association Board Meetings

All members of the Association Board are invited and encouraged to attend all regular or special meetings of the Association Board. Time on the agenda for any such meeting may be dedicated to giving Association Board members from each Neighborhood an opportunity to report on issues related to his or her specific Neighborhood. The President of the Executive Board may limit the time any Council member may speak, in order to provide structure and expediency for the meeting. The Developer Member is also permitted and encouraged to attend all meetings of the Association Board.

(d) Executive Board Meetings

Trustees and Officers of the Executive Board are invited and encouraged to attend all regular or special meetings of the Executive Board. The Developer Member is also permitted and encouraged to attend all meetings of the Association Board. Except as provided below, all meetings of the Executive Board are closed to persons other than Trustees, Officers, the Developer and invited advisors. This is necessary to facilitate the discussion of matters of a sensitive nature, such as pending or threatened litigation, personnel matters, etc.

(e) Special Guests at Meetings

There may be times when an Owner Member wishes to attend a meeting of the Association Board or the Executive Board, or a member of the Association Board wishes to attend a meeting of the Executive Board, in order to address a specific issue with those respective Boards (collectively "special guests"). In such circumstances, the proposed special guest must seek advance permission from the Executive Board. To obtain the advance permission, the proposed special guest must contact the property manager at least Seven (7) days prior to the scheduled regular or special meeting, inform the property manager of the special guest's desire to attend the meeting, and inform the property manager of the nature of the matter that the special guest wishes to bring before the Boards. The property manager will promptly inform all Executive Board members of the special guest's request, and the special guest will be added to the agenda for the meeting as long as no Trustee objects. The property manager will inform the special guest of his or her position on the meeting agenda and the approximate amount of time he or she will be permitted. The special guest's presentation will be added to the beginning of the agenda for the scheduled meeting, and upon the conclusion of the discussion of the matter presented by the special guest, the special guest will leave the meeting. Special guests in attendance at a meeting may not participate in any discussion or deliberation except as permitted on the agenda, and the President of the executive Board may limit the time any such individual may speak.

Section Three: NEIGHBORHOOD SOCIETY COUNCILS

Part 3.01 Neighborhood Society Councils

The nomination, selection and removal of members of the Neighborhood Society Council for each Neighborhood in the Community will be done by the Owners in each respective Neighborhood, in the following manner:

(a) Nomination Procedures

Prior to each election of Neighborhood Society Council members, the current Neighborhood Society Council will prescribe the opening date and the closing date of a reasonable filing period in which each eligible individual who has an interest in serving as a Neighborhood Society Council member may file as a candidate for any available position in his or her Neighborhood, with a goal of the election occurring in July of each year. Additionally, Owners may nominate eligible individuals as candidates for available Neighborhood Society Council positions.

Such nominations shall be submitted to the Neighborhood Society Council during the filing period, and a representative from the Neighborhood Society Council shall promptly contact the nominated individual to determine whether he or she accepts the nomination and wishes to be a candidate for the Neighborhood Society Council position. Each qualified candidate for election as a Neighborhood Society Council member will be given a reasonable, uniform opportunity to communicate his or her qualifications and ideas to the Owners in that Neighborhood and to solicit votes.

(b) Qualification of Candidates

A candidate for a Neighborhood Society Council position must be a current Owner of a Lot in that Neighborhood, or the spouse of an Owner of a Lot in that Neighborhood. No more than One (1) occupant of each Lot may serve on a Neighborhood Society Council at one time. All candidates must be natural persons. No Owner Members who are corporations, partnerships, or other legal entities will be authorized to serve on a Neighborhood Society Council, unless specifically authorized in the Governing Documents for a Neighborhood that is not purely residential in nature. In addition to other requirements provided in the Governing Documents, no individual may be a candidate for, or be elected to serve as, a Neighborhood Society Council member if that individual, or the Owner who that individual represents, is then in violation of any term, condition, requirement or obligation under the Declaration or any other Governing Document.

(c) Election of Neighborhood Society Council Members

Elections of Neighborhood Society Council members must be held prior to the election of the Executive Board of Trustees. The vote can be taken by secret written ballot at an in-person meeting of the Neighborhood Society, or by secure mailed or electronic ballot, in the Neighborhood Society Council's discretion. If the election is taken by mailed or electronic ballot, the Secretary of the Neighborhood Society Council will cause notice of the elections to be delivered to each Owner of a Lot in the Neighborhood at least Ten (10) days prior to the closing date established by the Neighborhood Society Council for the filing of ballots. Such notice will be accompanied by a written or electronic ballot listing all candidates who have qualified for each vacancy. The notice will specify instructions for how ballots are to be returned and the date by which they must be received in order to be counted, which date will be the "election date." On the election date, the Neighborhood Society Council or its designee will open and count the ballots, and certify the results to the Secretary of the Neighborhood Society Council for inclusion in the minutes. The Secretary of the Neighborhood Society Council will then certify the results to the Secretary of the Executive Board.

(d) Vote Required

That number of candidates equal to the number of positions to be filled who receive the greatest percentages of the votes assigned will be elected as Neighborhood Society Council members. There will be no cumulative voting.

(e) Consecutive Terms

Neighborhood Society Council members may be elected to serve any number of consecutive terms. There will not be any term limits imposed upon the members of the Neighborhood Society Council.

(f) Removal of Neighborhood Society Council Members

Any Neighborhood Society Council member may be removed at any time, with or without cause, by the majority vote of the Owners of Lots in that Neighborhood. Furthermore, any Neighborhood Society Council member who has Three (3) consecutive unexcused absences from Neighborhood Society Council meetings, or who is more than Thirty (30) days delinquent in the payment of any Assessment or other charge due to the Association, or who has failed to remedy any violation of the Declaration or any other Governing Documents within the applicable cure period, may be removed by a majority vote of the Neighborhood Society Council members present at a regular or special Neighborhood Society Council meeting. Any Neighborhood Society Council member whose removal is sought will be given notice prior to any meeting called for that purpose, and be given an opportunity to appear at such meeting to explain his or her position.

(g) Resignation of Neighborhood Society Council Members

Any Neighborhood Society Council member may resign at any time by oral statement made at a meeting of the Neighborhood Society Council, or in writing delivered to the President or Secretary of the Neighborhood Society Council. Such resignation will take effect immediately or at such other time as specified. A Neighborhood Society Council member will automatically be deemed to have resigned whenever the Neighborhood Society Council member is associated with, sells or otherwise conveys the Lot which qualified such individual to become a Neighborhood Society Council member.

(h) Vacancies

If any vacancy or vacancies occur on the Neighborhood Society Council, whether caused by the death, disability, resignation or removal of a Neighborhood Society Council member, the vacancy may be filled by a majority vote of the thenremaining Neighborhood Society Council members. The Owners of Lots in that Neighborhood will have the right to override any election of a replacement Neighborhood Society Council member by the Neighborhood Society Council, and to elect a different replacement Neighborhood Society Council called for that purpose within Ninety (90) days after the Neighborhood Society Council member elected to fill a vacancy will serve the full remaining term of the Neighborhood Society Council member for whom he or she has been elected to replace.

Part 3.02 Neighborhood Society Council Officers

The nomination, selection and removal of Officers of the Neighborhood Society Council will be done by the Neighborhood Society Council Members, in the following manner:

(a) Nomination Procedures

Prior to each election of Council Officers, the Neighborhood Society Council will prescribe the opening date and the closing date of a reasonable filing period in which each eligible individual who has an interest in serving as a Council Officer may file as a candidate for any available Council Officer position, with a goal of the election occurring in August of each year. Each qualified candidate for election as a Council Officer will be given a reasonable, uniform opportunity to communicate his or her qualifications and ideas to the Neighborhood Society Council and to solicit votes.

(b) Qualification of Candidates

A candidate for a Council Officer position must be a member of the Neighborhood Society Council. In addition to other requirements provided in the Governing Documents, no individual may be a candidate for, or be elected to serve as, a Council Officer if that individual, or the Owner who that individual represents, is then in violation of any term, condition, requirement or obligation under the Declaration or any other Governing Document.

(c) Election of Council Officers

Elections of Council Officers must be held prior to the Community-wide annual meeting of Members. The vote can be taken by secret written ballot at an in-person meeting of the Neighborhood Society Council, or by secure mailed or electronic ballot, in the Neighborhood Society Council's discretion. If the election is taken by mailed or electronic ballot, the Secretary of the Neighborhood Society Council will cause notice of the elections to be delivered to each Council Member at least Ten (10) days prior to the closing date established by the Neighborhood Society Council for the filing of ballots. Such notice will be accompanied by a written or electronic ballot listing all candidates who have qualified for each vacancy. The notice will specify instructions for how ballots are to be returned and the date by which they must be received in order to be counted, which date will be the "election date." On the election date, the Neighborhood Society Council or its designee will open and count the ballots, and certify the results to the Secretary of the Neighborhood Society Council for inclusion in the minutes.

(d) Vote Required

The candidate for each Council Officer position who receives the highest number of votes will be elected for that Council Officer position. There will be no cumulative voting.

(e) Consecutive Terms

Council Officers may be elected to serve any number of consecutive terms. There will not be any term limits imposed upon the Council Officers.

(f) Removal of Council Officers

Any Council Officer may be removed at any time, with or without cause, by the majority vote of the Neighborhood Society Council or by majority vote of the Executive Board. Furthermore, any Council Officer who has Three (3) consecutive unexcused absences from Neighborhood Society Council meetings, or who is more than Thirty (30) days delinquent in the payment of any Assessment or other charge due to the Association, or who has failed to remedy any violation of the Declaration or any other Governing Documents within the applicable cure period, may be removed by a majority vote of the Council Members present at a regular or special meeting. The Owner Members in a particular Neighborhood may remove the Council Officers at any time, with or without cause, by a majority vote of the Owner Members in that Neighborhood. Any Council Officer whose removal is sought will be given notice prior to any meeting called for that purpose, and be given an opportunity to appear at such meeting to explain his or her position.

(g) Resignation of Council Officers

Any Council Officer may resign at any time by oral statement made at a meeting of the Neighborhood Society Council, or in writing delivered to the President or Secretary of the Neighborhood Society Council. Such resignation will take effect immediately or at such other time as specified. A Council Officer will automatically be deemed to have resigned whenever the Council Officer, or the entity that the Council Officer is associated with, sells or otherwise conveys the Lot which qualified such individual to become a Council Officer.

(h) Vacancies

If any vacancy or vacancies occur among the Council Officers, whether caused by the death, disability, resignation or removal of a Council Officer, the vacancy may be filled by a majority vote of the Council Members. Any Council Officer elected to fill a vacancy will serve the full remaining term of the Council Officer for whom he or she has been elected to replace.

Part 3.03 Methods of Voting on Association Business

Required votes of Council Members will be handled in the same manner as stated in Part 2.04 of these Rules and Regulations.

Section Four: GENERAL

Part 4.01 Binding Effect

All terms, covenants, conditions, restrictions, reservations, obligations, rights, benefits and privileges in these Rules and Regulations are binding upon all Persons who now own or in the future acquire any rights, title or interest in any Lot, Common Area or other portion of the Property, and their respective heirs, beneficiaries, administrators, executors, guardians, conservators, custodians, attorneys-in-fact, legal representatives, successors and assigns.

Part 4.02 Developer Amendment

During the Development Period, only the Developer may amend these Rules and Regulations. Any amendment by the Developer will not require any notice to, or consent, approval or signature of, the Association Board, Executive Board, any Neighborhood Society or Council, any Owner, Qualified Mortgagee, or any other Person. After the Development Period, only the Executive Board may amend these Rules and Regulations as provided in Part One.

These Administrative Rules and Regulations have been adopted by the Developer and approved by the Executive Board on the 20th day of September, 2021.

DEVELOPER:

Lori Humble, Trustee

NUTTER ENTERPRISES, LTD., An Ohio Limited Liability Company

By:

Robert W. Nutter, Authorized Member

APPROVED BY BOARD OF TRUSTEES:

Fred Whitt, Trustee Matthew Davidson, Trustee

Schedule 1

Collection Policy For Stonehill Village

<u>Schedule 2</u>