

STANDARDS AND PROCEDURES OF THE RIDGE HAVEN PROPERTY OWNER'S ASSOCIATION

Adopted July 28th, 2013

A Property Owners Association, herein referred to as "The Association", is deemed desirable and in the best interest of the property owners to establish certain standards and procedures governing the operation of the Ridge Haven Community, including, but not limited to, personal conduct of the members, their guests and/or renters, new construction criteria, erosion control, and the use of the common areas. The mission of the Ridge Haven Property Owners' Association Board and the Architectural Control Committee (ACC), which is appointed by the Board of the Association, is to strive for a safe neighborhood, facilitate positive community relations and maintain the natural wooded setting of both the individual lots and the common residential areas by:

- 1) Protection of the natural environment,
- 2) Consistently applying criteria in the selection of colors and materials for compatible architectural design,
- 3) Requiring appropriate screening, and
- 4) Trying to foresee potential points of contention and environmental problems before they start and addressing them herein, with means for appeal denoted.

The challenge in these mission objectives is to balance the general community interests with the freedoms and desires of the individual property owner.

The following Standards and Procedures are intended to preserve, maintain and enhance for human enjoyment, our natural setting. The Architectural Control Committee (ACC) of the Association is to enforce the standards as set forth, but in unusual circumstances, will use reasonable judgment in making decisions that are as consistent as possible with the intent of the formal regulations even though the actual decision may deviate from the norm. It is the objective of the Association through the work and oversight of the ACC to provide an attractive, homogenous, efficient, peaceful, safe and enjoyable, family-oriented development.

By adhering to the following principles, property owners will maintain the natural environment, and encourage a safe and friendly, residential community for the lot owners and residents in the Ridge Haven Residential Community. The Association hereby adopts the following standards and procedures which shall be applicable to the various types of activities and conduct specified herein and to all new

improvements constructed, erected or placed on lots and additions and modifications to existing improvements on lots in the Ridge Haven Community commenced after _____2013.

The procedures for amending the standards and procedures are found in Section 11.

SECTION I

ADMISSION INTO RIDGE HAVEN RESIDENTIAL AREA

1. Family members, guests, and other visitors will be allowed admission only if approved by an owner or an authorized representative of the owner.
2. Contractor personnel will be allowed admission by invitation of a property owner and in accordance with procedures established by the Board of the Ridge Haven Property Owner's Association.
3. Individuals entering the Community are subject to the Declaration, the Bylaws, and these Standards and Procedures, including any published assessments and/or penalties, as established by the Board, for any violation(s) thereof.
4. For the purpose of compliance, property owners agree to notify all occupants of their property, as well as visitors and invitees, of these Standards and Procedures. Property owners are responsible for all violations and losses caused by such occupants, visitors and invitees. Any fines and penalties imposed shall be enforced in the manner set forth in the Declaration of Restrictive and Protective Covenants. Furthermore, the Association, at its sole discretion, retains the right to restrict or deny access to the community for visitors and/or invitees found to have violated these Standards and Procedures. This banishment shall be in addition to any penalties levied by the Board of the Association.

SECTION 2

USE OF ROADS AND COMMON AREAS

With respect to roads within the community, the vehicular laws of the State of North Carolina shall apply, with the following additional standards and procedures:

1. All persons using the roads within the community do so at their own risk and are subject to the published standards and procedures and to the penalties levied for such violations as indicated in any future annotations (Appendixes). The Association will not be responsible for delays, breakdowns, or damage to personal property or personal injury or death on said roads. It should be clearly understood that the roads within the residential areas are private roads, owned

as common areas by the Ridge Haven Conference and Retreat Center or the Ridge Haven Property Owner's Association. As such, they are not built or maintained to State standards.

2. Under normal conditions, the maximum speed limit on the roads within the community shall be twelve (12) miles per hour. Since: a) all roads are considered "one-lane", b) there are many pedestrians on the roads, and c) there are areas with reduced lines-of-sight, speeds of less than 12 miles per hour should be observed for the safety of everyone. Lower speeds must be observed when indicated by appropriate markers.
3. All vehicles shall be careful to remain on the right hand side of the roads within the community. Any vehicle being operated at an unsafe speed or on the wrong side of the road may be considered to be operating in a reckless manner.
4. No vehicle shall pass another vehicle moving in the same direction.
5. Normally, no permanent parking is permitted within four (4) feet of the paved surface of any road. Temporary parking for guests and emergency parking due to weather conditions will be permitted provided that any parked vehicle is completely off the paved road surface.
6. Motorcycles shall be licensed and equipped with mufflers and operated only on the roads and driveways at the posted speed limit. Motorized dirt bikes are prohibited from use anywhere in the community. Residents may operate all-terrain vehicles (ATV) provided they respect the rules governing use of roads.
7. Mopeds and bicycles shall a) be equipped with lights if used on roadways after daylight hours, b) have the most recently approved safety devices, and c) be used on the roads and driveways in such a manner as to not obstruct traffic.
8. As deemed necessary by the Board of Ridge Haven Property Owner's Association, law enforcement personnel will be requested to monitor and if necessary enforce the law in regard to traffic violations.
9. Green spaces and any common areas are for the mutual benefit and enjoyment of all owners and their guests. They may be used for walking and

other non-impact activities. They should be kept undisturbed, clean and neat for the next person.

SECTION 3

RENTERS OR TENANTS

1. A member of the Board of the Association shall be notified of the rental of a residence.
2. Only the property owner, or an agency that is under contract to manage such property for the owner, is authorized to execute a rental agreement for property in the Community. A letter of notification from the property owner naming the agent authorized to rent their property, must be on file at the Board of the Association, as well as the renter's personal contact information with a Board member or Officer of the Property Owners Association living at Ridge Haven in case of emergency.
3. Owners who rent or allow others to use their property shall be responsible for the renter or guest's compliance with these Standards and Procedures. The owner shall be responsible for providing his/her guests, renters and regular occupants, with a copy of these documents and for informing them that they are subject to and are obligated to observe the provisions of these documents. Owners shall be responsible for any personal or property damages within the community caused by their renters or guests.
4. When a property is rented, the Board of the Association is to be informed of the name of the individual on the lease agreement, along with the number in the household, the expected duration of the agreement and contact information needed to reach the renter.
5. In the event that Ridge Haven, Inc. owns or leases a residence for staff or missionary housing and/or for retreats, Ridge Haven will provide the tenants with a copy of the Standards and Procedures. The tenants will be responsible for compliance to them.

SECTION 4

PROPERTY MAINTENANCE, OUTDOOR ACTIVITIES

AND SUPPLEMENTAL STRUCTURES

VEGETATION/TREE REMOVAL POLICY

1. The removal, indiscriminate cutting or trimming of rhododendron or mountain laurel and any other indigenous plant material, is discouraged unless it interferes with a driveway, walking path, or impinges on one's house, thus posing a safety hazard or risking damage. Removal of native plants encourages the growth of weeds, unusual or atypical plants, and lessens the natural feeling of the environment. Removal of any vegetation (native or otherwise) can be done to remove obstructing plants in order to maintain sight lines at driveways and intersections for traffic safety.
2. No trees over 8" calipers (diameter) are to be removed unless necessary for building construction, driveway installation or as allowed below. All dead or dying tree(s) and any tree(s) that presents a danger to life or property (including unoccupied houses), and all trees within thirty (30) feet of a residence or building that presents a fire danger, may be removed. No area should be clear cut under any circumstances. The removal of live bark (girdling) around the entire base of a tree, and the use of salts or herbicides for the purpose of killing any tree(s) is not allowed. Unlawful removal/killing of trees may require the replanting of trees per decision of the Board.
3. Topping or "flat-topping" of trees is prohibited. When trees are trimmed, they must be trimmed and/or thinned to enhance the natural shape of the particular tree species and not in a "palm tree" or any other artificial shape or contrived appearance.

YARD MAINTENANCE AND ACTIVITIES

1. Outdoor burning of trash, paper, tree trimmings or any other combustible material is prohibited within the Community, without a "Burn Permit" issued by the authorized authorities. Since burn permits are often granted without knowledge of the specific local conditions, the lot owner should exercise great care in order to not allow any open fire to become a danger to life or property. No open fire should be left unattended and shall be extinguished by 3:00PM EST and 4:00PM during daylight saving time. The Association will be held harmless for property or personal damages by out-of-control fires. The use of grills on private property or in any designated area is permitted. Burning-off lots is not permitted under any circumstances. If there are any questions in this regard the lot owner is to contact a member of the ACC.

2. Drainage ditches and swales: Each owner is to keep drainage ditches and swales located on such lot owner's free and unobstructed and in good repair and shall provide for the installation of such culverts upon the lot as may be reasonable required for property drainage while still allowing pedestrian or vehicle access.
3. Overnight camping: Lot owners may use their property for camping for themselves and their immediate family with a tent or a Recreational Vehicle (RV), travel trailer or camper for no more than three months in a calendar year unless a longer period is approved by the ACC during the construction of a personal residence. (See number 18) Self contained bathroom facilities shall be used.
4. Unoccupied houses and the property shall be maintained in a neat and orderly manner, including the care of lawns and plantings, weed control, the removal of trash, and any debris, limbs, and downed trees. The ACC shall notify the owner of any unoccupied house or property that is in need of maintenance.
5. Inoperable vehicles shall be kept out of sight, and may, after a period of one year without progress towards restoration of said vehicle unless kept inside, be considered a nuisance and health hazard and the owner may be asked to remove the vehicle from the premises.
6. Aerials, towers and antennas: No radio, television or other aerial, satellite dish, tower or other transmitting or receiving structure, or support thereof, shall be erected, installed, placed or maintained on any lot unless approved by the ACC; with the exception of two satellite dishes, not greater than two (2) feet in diameter (which are not visible from any road in the subdivision, being installed inconspicuously behind the residence or garage). The ACC may approve other standards as new technology is introduced and made available.
7. Outdoor Lighting: All outdoor lighting, including the location, intensity and duration of such lighting, must be approved by the ACC, which shall have the right at any time to prohibit the use of outdoor lighting which unreasonably interferes with the privacy and comfort of other lot owners and such owner's use and enjoyment of his lot at any time. Lights considered as a nuisance by adjoining neighbors or a safety hazard along roads will be evaluated by the ACC for adjustment or possible removal.

8. Fences: In general, the installation of fences along property lines in the residential areas is discouraged. Consideration will be given on an individual basis for installation of appropriately designed fences (such as "split rail" fencing) for landscaping or screening purposes, or for the containment of animals. Plans for fencing must be submitted to the ACC for approval before installation.
9. Fuel Tanks: Fuel tanks must either be buried or completely screened from view of the other lots, streets, and other areas in the development outside of the lot on which the fuel tanks are located unless. If tank location is not included on the initial site plan for construction, a separate request for approval by the ACC must be made.
10. Mailboxes: All mailboxes are to be acceptable to the USPS in design and height and must be visually compatible with the currently installed mailboxes in color and design. Their locations along the roadway are dictated by the USPS.
11. Energy conservation or production equipment: The ACC must approve any and all energy conservation or production equipment, such as solar energy collector panels and their attendant hardware. Equipment shall be an integral and harmonious part of the architectural design of a structure or installed in an inconspicuous location, to be approved by the ACC.
12. Air Conditioning Units: No window air conditioner units may be installed in any house or in any other structure without the permission of the ACC. Larger, "whole-house" units are to be located on the sides or rear of the structure as inconspicuously as possible, with additional screening (vegetation, wood, etc.) provided as necessary to soften view from adjoining properties or roads.
13. Artificial Vegetation, Exterior Sculptures and Similar Items: No artificial vegetation shall be permitted on any lot. Exterior sculptures, fountains, flags (other than the United States or the State of North Carolina, and similar items must be approved in writing by the ACC before being placed on any lot.
14. Irrigation: No sprinkler or irrigation systems, of any kind, which draw upon water from wells, community water systems, creeks, streams, rivers, lakes ponds or other waterways within the Development, shall be installed, constructed or operated within the Development unless prior written approval has been received from the ACC.

15. Swimming Pools: No above ground (over six feet [6'] in diameter) or in-ground swimming pool shall be erected or constructed on any lot unless prior written approval has been received from the ACC. The Committee shall have sole discretion to deny such permission on any reasonable grounds.
16. Signs and posters: All billboards and advertising signs or structures, of any kind, are prohibited, except those specifically approved by the ACC and/or required by a governmental agency or a court order. The only sign approved for placement on an improved or unimproved lot is a standard-sized realtor sign indicating the property is for sale and/or for rent, and is to be placed inside the property lines, facing the road giving access to the property. Sign post installation, maintenance and removal shall be the responsibility of the lot owner/owner agent. Signs are to be removed within two weeks of the realtor's contract ending or the transfer of the property.
17. Yard utility and maintenance items: All above-ground trash and garbage receptacles, clotheslines, woodpiles, kennels or other similar items shall be located inconspicuously or screened so as to be concealed from view of the other lots, streets and common areas in the Development. Each lot owner shall provide closed, animal proof, sanitary receptacles for garbage. Rubbish, trash and garbage shall be regularly removed from each lot and not allowed to accumulate. No bedding or clothing of any type, nor towels, cloths or other cleaning supplies (including mops, brushes, brooms, etc.) shall be hung or placed outside of any structure in such a manner as to be visible from any street, or other lot or common area located in the Development. Any equipment, such as lawnmowers, garden tillers, weed-trimmers, wheelbarrows, etc. used for landscaping or lot maintenance, shall be stored out of sight of roads and neighbors, being kept inside or screened from view.
18. Recreational Vehicles: Recreational Vehicles (RV's) may be stored on the owner's lot(s) if they are out of sight from adjoining roadways and neighbors. If this is not possible, then they must be stored off-site. They may not be used as a permanent residence. RV's may be used as short-term housing by the owner, as approved by the ACC, while the owner is building his permanent residence or as seasonal accommodation for his guests. The RV must be parked inside the property lines. Owners must maintain the RV and RV site in neat and presentable fashion while it is serving as temporary accommodations on their lot. Written permission, to be granted for one year, to use an RV as temporary housing during construction, must be attained prior to parking it on the lot and moving into the

RV. Permission must be renewed every six (6) months after the initial twelve (12) month period.

19. Watercraft: All boats, floats, rafts and other water craft and/or boat trailers, water toys, etc. which may be located on any lot, shall be placed/parked/stored in such a manner so as to not be visible from any other lots or areas within the Development.

SECTION 5

STANDARDS AND PROCEDURES GOVERNING HOUSEHOLD PETS

1. No animals shall be kept on any lot, except the usual tame, household pets, not to exceed three (3). All dogs shall be kept reasonably confined.
2. No animals shall be kept, bred, or maintained for commercial purposes. Small kennels are allowed for pets but must be screened from sight from roads and neighbors.
3. All household pets must meet County and State requirements as to licensing, rabies, inoculations, etc.
4. When not on its owner's lot, each household dog must be accompanied by a responsible person controlling the animal by leash. If found running loose, any household pet may be reported to and picked up by County Animal Control or the appropriate County officials.
5. No household pet shall be permitted to cause or create a nuisance or unreasonable disturbance or noise.
6. Pet owners shall be responsible for any personal and property damages caused by their pets.
7. The Association shall be held harmless from any personal or property damages done by resident's or guest's pets.

SECTION 6

CONSTRUCTION REQUIREMENTS AND AUTHORITY OF THE ARCHITECTURAL CONTROL COMMITTEE (ACC)

All improvements constructed or placed on any lot and any changes to existing improvements must first have the written approval of the ACC. (See Sections 6 through 11)

1. Property Owners are required to meet with the Committee prior to making building plans so that they understand the requirements and their responsibilities. This is particularly true for new construction applications. No construction of any type shall commence on any lot, by the owner or their contractor, unless the project has the written approval of the ACC.
2. Pre-construction plans denoting all aspects of the planned construction, including a site plan, preliminary architectural plans, permits, percolation test results, setbacks and building location, easements, and all other matters listed within the Standards and Procedures, are to be presented in a meeting with the ACC by the owner or contractor. The ACC will then evaluate the plans for adherence to the Standards, as stated in the opening paragraph of this document.
3. The survey plat shall indicate all easements. Prior to the commencement of grading operations for the access drive, all utility, telephone and water lines shall be flagged by the appropriate utility company. Repairs to damaged utility, telephone, water lines and roadways during home construction or other improvements, are the responsibility of the contractor and owner.
4. The site plan showing the footprint, the easements, setbacks, and extent of maximum tree cutting is required and must be approved by the ACC prior to any lot clearing and excavation for building-site preparation. Protection of utilities and water lines, septic and drain field location, roads and adjoining properties, grading/slopes and any berms, retaining walls, etc. are all to be considered in the preparation of the site plan. Access for construction traffic, especially if different from the proposed, permanent driveway(s), is also to be denoted.

SECTION 7
CONSTRUCTION PROCEDURES, SITE PREPARATIONS
AND REQUIREMENTS

A current copy of the Property Owner's Association Standards and Procedures, obtained from the Association, is to be provided by the owner to any architects, landscape architects, designers or contractors for any new construction or additions.

1. A refundable damage deposit of one-thousand dollars (\$1000.00), payable to the Association, is required before new residential construction is initiated. In the event of damage to easements, roads, or waterlines, or actions causing erosion or damage to other common property of the Association, the cost of repair(s) will be deducted from the deposit and the remaining portion will be returned when the owner of the residence is issued a Certificate of Occupancy. The Owner/Contractor will be held responsible for any damages to roads, utilities, other people's property and will also be held responsible for damage resulting from changing the natural drainage from his/her property.
2. Construction Signs. The Contractor may utilize attractive, professionally made sign boards not to exceed four square feet, suitably designed bearing the name of the firm and contact information. The sign board shall be removed within fifteen (15) days of the completion of the project.
3. Construction Vehicles. Ready mix concrete trucks carrying more than seven (7) cubic yards will not be permitted on the Association's roads. Concrete that is spilled on hills from concrete trucks is the responsibility of the general contractor for clean-up. Washing out of concrete trucks must be done on the construction site or off the subdivision or residential areas. Washing out cannot be done on easements, common property or adjacent lots.
4. Temporary Toilet. A self-contained type toilet shall be installed at the construction site by Owner/Contractor at a location least offensive to people in adjoining houses or those passing by the site, while still being convenient for regular maintenance.
5. Construction Site Trash. Burning of trash within residential areas is prohibited. The Owner/Contractor is responsible for the containment, and removal or burial of all trash generated during construction as needed. Trash containers, if used, will not be allowed to block roads.
6. Noise generating equipment, such as power tools, hammers, lawnmowers, string trimmers, compressors, leaf blowers, chain saws, wood chippers, etc. is to be used during daylight hours. Use of such equipment at other times is permitted only as needed for emergency repairs.

7. Metal track vehicles or any equipment that could damage roads and right-of-ways are not permitted to travel or unload on the residential roads unless appropriate protection is provided. The Owner of the property will be held responsible for any damages done by Contractors.
8. Road damage by any vehicles (including but not limited to moving vans, large delivery trucks, service or construction vehicles) causing damage to roads on the way to and from a property owner's lot, the property owner shall be responsible for the repairs of said damage.

SECTION 8

CONSTRUCTION PERMITS AND INSPECTIONS

1. Building permits issued by Transylvania County must be posted prior to the commencement of any field work.
2. Initial inspections by the ACC prior to the start of digging, are to confirm (among other things) that: a) the extent of clearing is properly marked, that b) the footing locations and future building elevation is as previously approved, that c) access driveways are stabilized with stone (if required), and that d) temporary erosion control devices are in place.
3. Interim inspections, during construction by the ACC are to confirm (among other things): a) that the cleared area is consistent with the approved plan, b) that erosion control devices are maintained, c) that the location of the temporary portable toilet minimizes all sensual intrusion into the surrounding residential area, and d) that details and style of construction as previously approved, are adhered to.
4. Final inspection criteria include but are not limited to:
 - A. The installation of any permanent erosion and sediment devises (if necessary).

- B. That driveway cuts and adjoining clearings allow for proper visibility and that drainage structures are properly installed.
- C. That disturbed ground is seeded, planted and/ or mulched for erosion control.
- D. That the area approved for clearing has not been exceeded.
- E. That house and trim colors are the same as approved originally.
- F. That roof/driveway drains are installed and routed to undisturbed soil or proper dispersion structures.
- G. That fuel tanks are buried or screened from view.
- H. That temporary utility poles, signs, portable toilets, and construction debris are removed.
- I. That the standardized mailbox or an approved alternative is used.
- J. That any repairs due to drainage, structures, roadways, or vegetation damaged by construction traffic, has been accomplished, or is noted as deficient and specific plans for the repair work to be done in a timely fashion, are in place.
- K. That any and all established criterion has been met and is in place.
- L. That a Certificate of Occupancy has been obtained.

SECTION 9

ARCHITECTURAL GUIDELINES

In keeping with the mission of the POA Board and the ACC, as stated in the opening paragraph of this document, in order to maintain the natural wooded setting of the community, the ACC must evaluate pre-construction plans with the owner or contractor with particular attention to all aspects of the planned construction, including survey, permits, percolation testing, site plan (showing the structure's footprint, setback and easements), and all aspects listed within the Standards and Procedures document.

1. Floor Area: Each dwelling constructed shall have the minimum fully enclosed heated and habitable area of 1,000 square feet (exclusive of porches, decks, terraces, garages, carport or outbuildings). A multi-story residence shall have at least 800 sq. ft. on the main floor. However, the ACC as provided for in the Covenants, may grant variances from these square footage requirements when in its judgment the topography of a lot and the location of setback lines, make it impractical or impossible to construct on such lot a building which conforms to the minimum square footage requirements set out herein.
2. Exterior surfaces: Exterior surface materials and colors, as well as the design (including roofs) of homes and other buildings, must be approved by the ACC

before construction begins. Exterior finish materials that will not be approved are smooth-surfaced, formed concrete, conventional smooth-surfaced brick, concrete block or smooth-surfaced stucco. Flat roofs, overly steep roofs, roof designs without overhangs or with extreme features, such as spires, may not be approved.

3. Foundation walls that are tall due to the very steep slopes on some properties should be made less conspicuous by the Owner and Contractor from adjacent roads and dwellings with additional architectural details/features, subdued color, plantings, screens, etc.
4. Exterior colors: In keeping with the stated low visual impact goals of the development, the ACC will approve only "natural" or earth tones for the predominant exterior siding, roof, and foundation colors. Whites or pastels, including red, yellow, blue, etc. will not be approved for the predominant exterior color(s). More vibrant or bold colors may be used for accents or trim.

SECTION 10

LANDSCAPING GUIDELINES AND RESTRICTIONS

SURFACE WATER AND EROSION CONTROL

1. Water control: All possible measures shall be taken to prevent soil material from eroding, but material that does erode must be stopped before it leaves the subject property. A general water run-off control plan, developed by the Owner and/or Contractor must be approved by the ACC prior to the commencement of construction. Particular attention should be given to the existing direction of water flow, any existing erosion control devices and their location and condition. The plan should show what type of measures will subsequently be used to provide soil stabilization, and water diversion and distribution. Corrective and permanent measures may need to be addressed at the end of construction. After construction is complete, each owner shall keep drainage ditches and swales located on their lot free and unobstructed of debris and in proper working order.
2. Grading: Any landscape grading which will concentrate or otherwise alter the flow of surface water to cause erosion on the lot or neighboring lot(s), is prohibited. All landscaping should reflect the mission of the Association to maintain respect for your neighbors, their privacy and the natural, wooded setting of the lots and common areas of the development.

3. Plantings: Due to the unique vegetation of this geographic area and the desire to keep an undisturbed, natural feel to the re-landscaped areas, native or naturalized plant material is to be used where possible and practical. The use of “exotic” plants should be reserved for accent or in unique situations and settings. The arrangement of plantings should be done with informal masses mimicking what would be found in the woods, rather than in straight lines and hedges. Plantings around the dwellings should extend beyond foundation beds into the surrounding yard and woods in order to appear more natural.
4. Lawns: Grass may be used in the landscape, but it should not be used near the roads and should be kept to a minimum square footage due to its unnatural appearance in this woodland setting and its greater water requirements compared to other types of landscape treatments.

BOARD BUSINESS

SECTION 11

MEETING TIMES, DOCKETS AND MINUTES; AMENDMENTS AND APPEALS

1. Stated meetings of the Architectural Control Committee and the Board of the Property Owner’s Association shall be semi-annually. Meetings shall be for the purpose of discussing all normal business (including reviewing the budget, establishing the annual POA fees, and considering changes to the Standards and Procedures), as well as any special business that is submitted in writing by any member of the Association at least four (4) weeks prior to the meeting. A docket is to be prepared by the officers and distributed in advance for any meeting. All members of the Association may make recommendations in writing to the ACC to amend the Standards and Procedures. Members of the Association are invited to attend these meetings and address the body as desired. The ACC will be responsible for bringing all proposed changes to the Standards and Procedures to the Annual Meeting to be voted on by the Association. Changes will be made by majority vote of members’ casting votes, either in attendance or by proxy. All approved changes will be made public at the annual meeting of the Association as well as through other means throughout the year to keep the membership informed.

2. Called meetings (also known as "Special Meetings") may be called by either the president of the POA or chairman of the ACC along with one other officer or five percent (5%) of the members. Notice of these meetings shall be at least five (5) working days in advance of the meeting day and time. Meetings may be either face-to-face or by conference call, and may include any member of the Association as so desired.
3. Amendment suggestions and/or complaints to be included on the docket of a Board meeting, involving policies, or any operation, amenity, or activity of the Association, must be made in writing to a member of the Board or the ACC, whichever body is deemed most appropriate, either via email or postal service, four (4) weeks prior to a scheduled meeting, for it to be considered and included on the docket.
4. Appeals to contest a ruling regarding the application of these standards, or a deviation from them are to be made in writing to the Board of the Ridge Haven Property Owners Association, expressing the general complaint and indicating the rationale for the disagreement with the ACC. The appeal is to be supported by enough details to show there is warrant to the request for an appeal and therefore justifies investigation. The appeal is to be sent via email or postal service, and will be considered within two weeks and responded to within thirty (30) days, or as needed in consideration of construction schedules.
5. Minutes of Board Meetings will be distributed within one month of the meeting and any corrections are to be submitted to the board secretary within 60 days of distribution. Minutes will be approved at the next stated meeting.