

ARCHITECTURAL CONTROL COMMITTEE
SANSTONE ESTATES RESIDENTIAL PROPERTY OWNERS ASSOCIATION
DUTIES AND FUNCTIONS OF THE COMMITTEE

The Declaration of Covenants and Restrictions for Sanstone Estates provide that:

- No building, sign, outside lighting, hedge, wall, walk, antenna or other structure or planting shall be constructed, created or planted until the plans and specifications showing the nature, kind, shape, height, materials, floor plans, color scheme, and location with respect to the topography and finished ground elevation shall have been submitted to and approved in writing by the Architectural Control Committee (hereafter "ACC").
- The ACC shall have the right to refuse to approve any plans and specifications which are not suitable, or otherwise determined undesirable, in its sole discretion, for aesthetic or any other reasons, provided such approval is not unreasonably withheld. In approving or disapproving such plans and applications, the ACC shall consider the suitability or the proposed building, improvements, structure, or landscaping and materials of which same are to be built, the site upon which it is proposed to be erected, the harmony thereof with the surrounding area and the effect thereof on adjacent or neighboring property.

The Architectural Control Committee shall develop policy standards subject to approval of the Board of Directors of Sanstone Estates Residential Property Owners Association (hereafter "Association") setting forth policies and procedures governing the architectural control and enforcement process for Sanstone Estates Residential Property Owners Association.

The policy standards shall include:

- a. The application processes.
- b. The review procedures of the Architectural Control Committee.
- c. The standards for various types of architectural and landscaping changes, and
- d. Such other standards and rules as may be necessary to implement effective architectural review within Sanstone Estates Residential Property Owners Association.

The Standards may also include specific recommended design practices that are generally accepted methods for achieving the objectives of the Association design problems frequently encountered in the community. The policy standards are intended to assist the Architectural Control Committee and the Owners of lots in the ongoing process of community design.

The purpose of the Architectural Control Committee is to provide in establishing and overseeing community standards and reviewing and deciding upon change requests, in the realm of the Association's architectural scheme.

In effecting its duties and functions the ACC shall:

1. Consist of at least three (3) members and no more than five (5) members. ACC members must be a HOA member and in good financial standing and free of any violations.
2. Be aware of the overall architectural plan of the Association as set forth by the Articles of Incorporation, Bylaws and the Covenants and Restrictions.
3. Prepare community standards for architectural control for approval by the Association's Board of Directors.

BYLAWS
of the
ARCHITECTURAL CONTROL COMMITTEE
of
SANSTONE ESTATES RESIDENTIAL PROPERTY OWNERS ASSOCIATION, INC.

ARTICLE I
SANSTONE ESTATES ARCHITECTURAL CONTROL COMMITTEE

The Sanstone Estates Architectural Control Committee ("Committee") was formed by the Sanstone Estates Residential Property Owners Association, Inc. ("Association"), which is an association of all lot owners ("Owners") in the Plats of Sanstone Estates, Sanstone Estates No. 2, Sanstone Estates No. 3, and Sanstone Estates No. 4. The Committee was established on the motion of the Association Board of Directors ("Board") and approved by vote of the property Owners in attendance at the Annual Meeting held on July 10, 2018 to implement the Declarations of Covenants and Restrictions ("C&R's") relating to each of the said Plats as recorded in the Eaton County, Michigan, Register of Deeds office. The Committee reports to the Board. The Committee and the Board have approved the Committee's Manual of Policies ("Manual") which has been recorded in the Eaton County, Michigan Register of Deeds office. The C&R's and the Manual are incorporated by reference and adopted as a part of these Bylaws of the Committee, and as they may be subsequently amended.

ARTICLE II
INITIAL COMMITTEE MEMBERS; COMMITTEE MEETINGS AND QUORUMS

1. Committee. The initial Committee members appointed by the Board are Patricia L. Shew-Roffey, Melanie L. Stadel, Francis L. Gallaway, Daryl D. Stadel, and M. Jane Allen.
2. Monthly Committee meetings. A monthly meeting of the Committee shall be held on the second Tuesday of each month at the time and place that the Committee may designate. Notice of a change in the date of the monthly meetings shall be given to the Owners as provided in Article II, section 7 of these Committee Bylaws.
3. Delayed or adjourned monthly Committee meeting. If, for any reason, the monthly meeting will not be held on the designated day in any month, the Committee shall provide Notice to the Owners at least five days in advance, and may in such notice set an alternate meeting date and time, if any, for that month.
4. Special meetings of the Committee. The chairperson, a majority of the Committee members, or the Board may call special meetings of the Committee. Notice of the time, place, and purpose of the meeting special meeting shall be given as provided in Article II, section 7 of these Committee Bylaws.
5. Organizational meetings of the Committee. At the same place and immediately following the Board's election of Committee, the Committee as constituted on the final adjournment of that Board meeting shall convene to elect officers and transact any other business properly proposed. If a majority of the Committee members consent, the organizational meeting may be held at a different time and place.

6. Regular meetings of the Committee. In addition to or in lieu of its monthly meetings, the Committee may hold regular meetings at other times and places designated by the Committee. Notice of regular meetings shall be given to each Committee member personally or by electronic mail or telephone at least five days before the meeting.
7. Notices. All written notices required by these Bylaws shall state the authority under which they are issued (e.g., "by the order of the chairperson" or "by the order of the Committee") and shall bear the written, printed, or typed name and signature of the Committee secretary. Each such notice shall be deemed served when it has been sent by electronic mail, or when deposited in the U.S. mail, with postage fully prepaid, plainly addressed to the addressee at the last address appearing in the membership records of the Association. The secretary shall also post all such Notices on the Committee's official web page.
8. Waiver of notice. Notice of the time, place, or purpose of any meeting of the members or of the Committee may be waived by electronic mail, or other writing, either before or after the meeting has been held. Attendance at any meeting of the Committee constitutes a waiver of notice, unless a Committee member attends for the purpose of objecting to the transaction of any business because the meeting has not been lawfully convened.
9. Quorums. The majority of the Committee members in office shall constitute a quorum for the transaction of business. All acts of the Committee shall be approved by a majority of the Committee members then present, or if by consent resolution by a majority of all the Committee members, including the chairperson. Committee members present at any Committee meeting may continue to do business until adjournment, notwithstanding the withdrawal of enough Committee members to leave less than a quorum, and may adjourn the meeting for no more than ten days, without notice other than an announcement at the meeting, until a quorum is present.

ARTICLE III COMMITTEE MEMBERS

1. Number and terms. The Committee shall consist of at least three but not more than seven members, with the initial Committee consisting of five members, each to serve for a two year term commencing January 1, 2021. The number of persons composing the Committee shall be determined by a vote of the Board from time to time. If a Board motion is not made and carried to increase or decrease the number of Committee members, the Committee shall consist of the same number of persons as composed the previous Committee. In addition, the Board may, by making and passing a resolution, provide that, in lieu of electing all Committee members every two years, the Committee members be divided into two classes, each to be as nearly equal in number as possible, with terms of office such that the terms of the Committee members in the first class will expire at the first anniversary following their election, and the terms of the second class will expire at the second anniversary after their election. After such classification of the Committee members, at each anniversary of such elections, the Board shall annually elect a number of Committee members equal to the number of the class whose term is expiring, to serve a two year term.

2. Qualification. Each Committee member shall be an Owner or the spouse of an Owner; if an Owner is a Trust, the Committee member may be a Trustee or a Beneficiary of such Trust; or, if an Owner or such Trustee or Beneficiary is a corporation, limited liability company, or a partnership, the Committee member may be an officer, a member, a partner, or an employee of the Owner or Beneficiary. The Board may establish additional qualifications for Committee membership from time to time. If a Committee member ceases to qualify during the Committee member's term, that person shall cease to be a Committee member, and the Committee member's place on the Committee shall be deemed vacant.
3. Vacancies. Vacancies on the Committee may be filled by the affirmative vote of the Board. Each person elected to fill a vacancy shall remain a Committee member until a successor has been elected and qualified. The term of the newly elected Committee member shall equal that remaining for the Committee member whose death or resignation created the vacancy.
4. Resignation and removal. A Committee member may resign at any time, and such a resignation shall take effect when the Board receives written notice or at a later time as stated in the notice of resignation. Any or all of the Committee members may be removed, with or without cause, by a vote of the Board.
5. Action by written consent. If all the Committee members consent in writing to any action to be taken by the Committee, either before or after the action, the action shall be a valid Committee action as if it had been authorized at a meeting of the Committee.
6. Powers and duties. The Committee shall have such powers and duties necessary to administer C&R's and the Manual, as given under these Bylaws, and as given by resolutions of the Board from time to time.
7. Rules and regulations. The Committee may, from time to time, propose to the Board rules and regulations pursuant to the C&R's and the Manual for the use and enjoyment of the Owners. All such regulations and amendments to them shall be adopted and promulgated in the manner stated in the Association Bylaws. The Committee members may establish administrative procedures related to Committee meetings and the operation of the Committee from time to time.
8. Compensation. Committee members shall receive no compensation for their services as Committee members unless expressly provided for in resolutions adopted by the Board and approved by at least sixty percent of all Owners, in number and in value.

ARTICLE IV COMMITTEE OFFICERS

1. Designation and terms. The Committee shall elect from among its members a chairperson and a secretary, and may also elect one or more assistants as the needs of the Committee may require. Each officer shall hold office for their respective term of Committee membership and until a successor is elected and qualified. No officer shall receive any compensation from the Committee or the Association for acting as an officer.
2. The chairperson. The chairperson shall be the chief executive officer of the Committee, and shall preside over all meetings of the members of the Committee.

3. The secretary. The secretary shall attend all meetings of the Committee, and shall preserve, in records of the Committee, true minutes of the proceedings of all such meetings. The secretary shall give all Notices required by these Bylaws and shall perform all such other duties that the Committee or the Board delegates to the secretary.
4. Vacancies. Vacancies in any office may be filled by the affirmative vote of a majority of the remaining members of the Committee at any regular or special meeting. Each person appointed to fill a vacancy shall remain an officer for a term equal to that remaining for such newly elected Committee member and until such time as a successor is elected and qualified.
5. Resignation and removal. An officer may resign at any time, and such a resignation shall take effect when the chairperson or the secretary receives written notice or at a later time as stated in the notice of resignation. Any or all of the officers may be removed, with or without cause, by the vote of a majority of the Committee members.

ARTICLE V INDEMNIFICATION

1. Indemnification. The Association shall indemnify the Committee members to the fullest extent authorized or permitted by the Michigan Nonprofit Corporation Act, and in accordance with the Association Bylaws as they exist on the date of these Committee Bylaws and as such Association Bylaws may be duly amended from time to time.

ARTICLE VI GENERAL PROVISIONS

1. The signing of documents. All Committee documents shall be signed in the name of the Committee by the chairperson, the secretary, or by such officers or agents the Committee designates. The title or authority of any such signer shall be specified in the document, and any such signatures may be without attestation, acknowledgment, or seal except as may be required by the terms of the document.
2. Fidelity bonds. The Association may require that all Committee members responsible for handling funds of the Association obtain adequate fidelity coverage to protect against dishonest acts, the cost of which shall be an administration expense of the Association.
3. The seal. Except as may otherwise be required by the Board, the Committee shall not be required to have any seal.
4. Annual reports. Not less than annually, at such times and in such format as may be required by the Board, the Committee shall report its activities to the Board.

ARTICLE VII AMENDMENTS OF THE BYLAWS

These Bylaws may be amended, added to, or repealed by the Board in accordance with the Association Bylaws.

Date Approved by Board of Directors

7-5-21

Date

Signed by the Secretary of the Board of Directors of Sanstone Estates Residential Property Owners Association, Inc.:

M. Jane Allen

M. Jane Allen, Secretary

Sanstone Estates Residential Property Owners Association, Inc. Board of Directors