

Westbrooke Subdivision HOA
PO Box 1104
Hilliard, OH 43026
Email: trustees@westbrookehoa.com

July 9, 2023

Dear Westbrooke Homeowners,

Subject: Proposed Amendments to Westbrooke Homeowners Association Bylaws

I hope this notice finds you well. As fellow homeowners in the Westbrooke community, we are writing to bring your attention to several proposed amendments to the current Westbrooke Homeowners Association Bylaws. Each of these amendments aims to address important aspects that impact our community and the trustees are in support of each of them. Your participation in the voting process is essential, and we kindly request you to review the proposed amendments and cast your vote accordingly. Amendments passage currently requires 2/3 of the voting power which means every vote counts -- including yours.

After reviewing the proposed amendments, please mark your chosen option on the VOTING BALLOT at the very end of this document then return it to the Westbrooke Homeowners Association. Please submit your vote via email at trustees@westbrookehoa.com or mail. Your participation in this important decision-making process is highly valued and appreciated. The HOA ByLaws, Articles of Incorporation, Code of Regulations, and Use Restrictions can be referenced here: <https://app.payhoa.com/app/communications/documents>

Should you have any questions or require additional information, please do not hesitate to contact us.

NOTE – If you are receiving this information via mail, we need your help. As part of our continuous efforts to improve communication and streamline processes within our homeowner's association (HOA), we utilize PayHoa.Com, an innovative online platform designed to enhance our community's efficiency and convenience. In today's fast-paced world, online communication has become an integral part of our daily lives. It offers numerous benefits, making it easier for us to stay connected, informed, and actively participate in our HOA affairs. Here are just a few reasons why registering for PayHoa.Com is a smart choice:

- **Easy and Convenient Payments:** Say goodbye to writing checks or making trips to the bank! PayHoa.Com allows you to make your HOA dues and assessments securely online, at any time and from anywhere. With a few simple clicks, you can effortlessly manage your payments and avoid late fees.
- **Seamless Communication:** Stay informed about important community updates, announcements, and events through PayHoa.Com's communication features. You'll have access to a centralized platform where you can easily find and share information

with fellow homeowners and the HOA board. Say goodbye to missed notices and stay up-to-date with just a few clicks.

- **Document Access:** Tired of sifting through piles of paper documents? PayHoa.Com provides a digital repository where you can access important HOA documents, such as meeting minutes, financial statements, governing documents, and more. Save time and easily retrieve the information you need, when you need it.
- **Maintenance Requests:** Need to report a maintenance issue or request a service? PayHoa.Com simplifies the process by allowing you to submit requests online. Just fill out a form, include details, and track the progress of your request until it's resolved. No more phone calls or waiting for callbacks!
- **Community Engagement:** PayHoa.Com fosters a sense of community by providing discussion forums, event calendars, and online polls. Engage with your neighbors, exchange ideas, and contribute to the decision-making process. It's a great way to collaborate and strengthen our community bonds.

Registering for PayHoa.Com is quick and easy. Simply visit <https://www.payhoa.com/> and follow the instructions to create your account. Should you encounter any difficulties during the registration process, we are here to assist you.

By embracing the convenience and efficiency of online communication, we can work together to create a more connected and thriving community. Register for PayHoa.Com today and experience the benefits firsthand!

Thank you for your attention to this matter.

Sincerely,

Westbrooke Subdivision HOA Trustees

Amendment Proposal 1: Property Fence Height and Material I propose the following amendment to Section [VIII](R), titled "Fencing," of the Westbrooke Homeowners Association ByLaws:

"Section [VIII](R): Fencing

Fences or walls are permitted in accordance with the following requirements:

1. Fences or walls shall be constructed of wood, stone, brick, wrought iron, or vinyl only, and in no event shall chain link or other metal or wire material be permitted.
2. No fence or wall shall be constructed in excess of seventy-two (72) inches above finished grade.
3. Fences or walls shall not be located closer to the street than a line parallel to the street and extending from the rear corner of the home, and in no event shall fences be located closer to any street than the building line shown on the recorded plat, except for ornamental railings, walls or fences not exceeding three (3) feet in height located on or adjacent to entrance platforms or steps.

Voting Recommendation by the Board of Trustees: After careful evaluation and discussion, the Board of Trustees supports this proposed amendment. The Board recognizes the benefits of increasing the maximum fence height and expanding the allowed materials to include wrought iron and vinyl. Therefore, the Board recommends a vote in favor of this proposed amendment.

VOTE ON THE LAST PAGE.

Amendment Proposal 2: Updates to "Sign" Use Restriction I propose the following amendment to Section [VIII](D), titled "Signs," of the Westbrooke Homeowners Association ByLaws:

"Section [VIII](D): Signs

1. No signs of any character shall be erected, posted or displayed upon the Property, except (i) marketing signs installed by the Grantor while marketing the Lots and residences for sale; (ii) street and identification signs installed by the Association or the Grantor; (iii) one temporary real estate sign not to exceed six square feet in area advertising that such Lot is for sale; (iv) one temporary sign for graduation announcements; (v) porch welcoming sign; (vi) one "no solicitation" door sign not to exceed one square foot in area; (vii) one pre-approved safe driving sign not to exceed six square feet in area asking others to mind the speed limit and/or watch for pedestrians. All other exceptions require prior written approval from the trustees.
2. All temporary signs must be removed in a timely manner at the conclusion of the event.

Voting Recommendation by the Board of Trustees: After careful evaluation and discussion, the Board of Trustees supports this proposed amendment. The Board recognizes the need to update the "Sign" provision to include additional types of temporary signs, which reflect the evolving needs of our community. Therefore, the Board recommends a vote in favor of this proposed amendment.

VOTE ON THE LAST PAGE.

Amendment Proposal 3: Number of Votes Required to Amendment I propose the following amendment to Section [X](C), titled "Amendments," of the Westbrooke Homeowners Association ByLaws:

"Section [X](C) paragraph 2: Amendments

In addition, these Restrictions may be amended or modified after the Turnover Date with the approval of Owners holding not less than one-half (1/2) of the voting power of all Owners of the Association, provided that the consent of all owners shall be required for any amendment which effects a change in the voting power of any Owner, the method of allocating Common Expenses among Owners, or the fundamental purpose for which the Association is organized. Any amendment to these Restrictions adopted with the aforesaid consent shall be executed with the same formalities as to execution as observed in these Restrictions by the president and the secretary of the Association, and shall contain their certifications that the amendment was duly adopted in accordance with the requirements of this paragraph. Any amendment so adopted and executed shall be effective upon the filing of the same with the Recorder of Franklin County, Ohio."

Voting Recommendation by the Board of Trustees: After careful evaluation and discussion, the Board of Trustees supports this proposed amendment. The Board recognizes the need to respond more quickly which is why it is important to enable a more streamlined process for future owner-initiated requests. We believe that by reducing the number of affirmative votes that future amendments will be adopted quicker. Due to low meeting participation, we anticipate that the current vote collection will require many hours of door-to-door inquiries in order to achieve the necessary votes to approve or reject each amendment and therefore reducing the required threshold will your voting authority in the future. Therefore, the Board recommends a vote in favor of this proposed amendment.

VOTE ON THE LAST PAGE.

Amendment Proposal 4: Establish Architectural Standards pertaining Modifications to Exterior Colors I propose the following amendment to Section [VII](B), titled "Modifications," and a new definition supporting the amendment under Section [I], titled "Definition" of the Westbrooke Homeowners Association ByLaws:

"Section [VII](B) paragraph 2 (NEW): Modifications

The color, of each exterior surface, including but not limited to siding, windows, doors, mailboxes, roofs, and fencing can match that of its original color or should be updated to a color from the Pre-Approved Color Palette."

Insert the following new definition in alphabetical order under Section [I], titled "Definitions":

"Pre-Approved Color Palette" shall refer to a compilation of colors approved by the Design Review Board and valid as of the time of maintenance or modification.

Supporting Details: The Design Review Board acknowledge that color palettes vary by manufacturer and will work with owners in approving a color that aligns with our intended modern-themed exterior color. Below is a sampling of the colors for which the Design Review Board is considering. This is not intended to be a comprehensive sample but representative of the modern families of colors which they feel best represent our community and their owner's.



Voting Recommendation by the Board of Trustees: After careful evaluation and discussion, the Board of Trustees supports this proposed amendment. The Board recognizes that selection of modern exterior colors is essential to both our community and our individual owners. It contributes to visual harmony, enhances property value, reflects current trends, allows for individual expression, creates a positive community image, and has a psychological impact on residents. By paying attention to modern color choices, our community can create a vibrant, attractive, and appealing environment that fosters a sense of pride and belonging among its residents. Therefore, the Board recommends a vote in favor of this proposed amendment.

VOTE ON THE LAST PAGE.

WestBrooke Subdivision HOA

VOTING BALLOT for amendments dated July 9, 2023

I, _____, acknowledge receipt of the notice containing proposed amendments(s) to the bylaws and hereby cast my vote.

Shall the proposed amendment to the following be adopted?

| Amendment | YES – APPROVE | NO – REJECT |
|---|---------------|-------------|
| Amendment Proposal 1: Property Fence Height and Material | | |
| Amendment Proposal 2: Updates to "Sign" Use Restriction | | |
| Amendment Proposal 3: Number of Votes Required to Amendment | | |
| Amendment Proposal 4: Establish Architectural Standards pertaining Modifications to Exterior Colors | | |

Signature of Voting Owner: _____

HOA Property Address: _____

Date: _____

Please submit 1 (one) VOTING BALLOT only for each Property Address. All additional BALLOTS after the initial one received will not be included. Please VOTE then email this VOTING BALLOT back at your earliest convenience to: trustees@westbrookehoa.com or mail it.

VOTING BALLOT for amendments dated July 9, 2023

Official Use Only: DATE/TIME: _____ RECEIVED BY: _____