

**THE COMMON AT SINNOTT FARM
RULES AND BYLAWS**

AMENDMENT E-1

BOARD CONDUCT AND COMMUNICATIONS

Purpose: To clarify the Rules and Bylaws governing the conduct and communication obligations of the Executive Board of The Common at Sinnott Farm.

Proposed: The Executive Board of The Common at Sinnott Farm will strive to maintain a high degree of transparency to all homeowners, or their designees, during their tenure as a Board member with regards to all business relating to The Common at Sinnott Farm.

1. Composition of the Executive Board

- a. The Board shall be comprised of a minimum of four members; President, Vice President, Secretary and Treasurer, but may be expanded to meet the needs of the community. The need to expand the membership shall be presented to the homeowners at the time of the annual meeting and voted upon.
- b. The members of the Executive Board are to be elected by written ballot by the homeowners of The Common at Sinnott Farm during the annual meeting.
- c. The term of an individual Board member shall be for 2 years, with no limit to the number of consecutive terms.
- d. Should any member(s) of the Board become unable to serve their term, the Board may canvas the community for volunteers to fill the vacant position(s), and may appoint any individual homeowner(s) as a member(s) of the Board for the remainder of the unexpired portion of the term.

2. Duties and Powers of the Executive Board

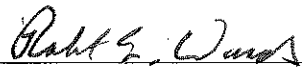
- a. The Executive Board shall have the powers and duties necessary for the administration of the affairs of the Association and of the Common Interest Community. These powers and duties include, but are not necessarily limited to, the stipulations listed below. For further clarification of Board duties and powers, homeowners should refer to Section 2.2 of the Bylaws of The Common at Sinnott Farm.
- b. The Executive Board shall adopt and may amend Rules and Bylaws (subject to the limitations of the Declaration).
- c. The Executive Board shall adopt and may amend budgets for revenues and special assessments, and may collect assessments for common expenses from homeowners and invest funds for the Association.
- d. The Executive Board may make contracts and incur liabilities.
- e. The Executive Board may impose charges or interest (or both) for late payment of assessments, and, after notice and hearing, may levy reasonable fines for violations of the Declaration, Bylaws and Rules of the Association.

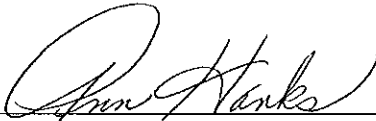
- f. The Executive Board shall form, support and dissolve Committees as they deem necessary in order to promote the safety and well-being of The Common at Sinnott Farm Community.
- g. The Executive Board may exercise any other powers conferred by the Declaration or Bylaws.

3. Executive Board Meetings

- a. The Executive Board shall, at a minimum, conduct quarterly meetings to discuss Association business. These regularly scheduled Board Meetings may be held at a location of their designation. The date, location, and time of all regularly scheduled Board meetings shall be posted on The Common at Sinnott Farm website; located at <http://www.Sinnottfarm.com>.
- b. As necessary, the Executive Board may hold private "Executive Session" meetings for the purpose of discussing sensitive or private matters regarding the Association. For these "Executive Session Meetings", no agenda will be publically posted, no voting by the Board is allowed and no minutes will be kept or publicly posted. Executive Session Meetings are further defined in The Common at Sinnott Farm Declaration; Article XXVI, Section 26.3.
- c. In order to conduct Association business, a quorum, consisting of a majority of the Executive Board, must be in attendance at any regular or Executive Session meeting.
- d. The meeting agenda, for regularly scheduled meetings, shall be developed by the President of the Board, or his/her designee, and shall be posted on The Common at Sinnott Farm website at least five days prior to the meeting. Each meeting agenda must set aside appropriate time for homeowner input and participation. Homeowners without internet access may contact the President in order to receive a copy of the agenda and/or add a topic to the scheduled discussions.
- e. The Secretary shall be responsible for recording the minutes of the Board meeting and will provide each Board member with a copy of the minutes prior to the next Board meeting. Once the minutes are approved by the Board, they will be posted on The Common at Sinnott Farm website. Homeowners without internet access may contact the Secretary in order to receive a copy of the minutes.
- f. The Treasurer shall be responsible for developing the budget reports and for providing the Board members copies of said reports quarterly and prior to Board meetings. Once the financial reports have been approved, they will be posted on The Common at Sinnott Farm website. Homeowners without internet access may contact the Treasurer in order to receive a copy of the financial report.
- g. The Board shall notify homeowners of the time, date and location of the Annual Meeting and any Special (non Executive Session) Meetings, not less than 10 days and not more than 60 days before the meeting date. Such notice shall include the agenda, a statement of general nature of any proposed amendments, any budget changes or any proposal to remove an officer of the Executive Board.

THE COMMON AT SINNOTT FARM, INC.

Approved: 
Robert Woods, President

Approved: 
Ann Hanks, Vice President

Date: 2/21/12

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