

ROSEHEART HOMEOWNERS ASSOCIATION

Policy Resolution of the Board Board Hearing Procedure

WHEREAS, the Board of Directors of the Roseheart Homeowners Association is empowered to establish rules, and also to make and enforce compliance with such reasonable rules, pursuant to Article IV of the Bylaws of the Roseheart Homeowners Association, and

WHEREAS, there is a need to establish a policy for a formal hearing with the Board of Directors of Roseheart along with defined policy in accordance with the DCCR's, and

WHEREAS, it is the intent of the Board that this rule shall apply to all owners who may own property within the boundaries of the Roseheart master planned community, or who may wish to address the Board of Directors of the Roseheart community. This rule shall remain in effect until otherwise rescinded, modified, or amended by a majority vote of the Board of Directors, and

NOW, THEREFORE BE IT RESOLVED THAT the following process in regard to a hearing with the Board of Directors shall hereby be unanimously adopted by the Board of Directors:

Scheduling a Hearing

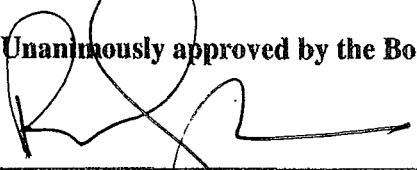
1. Any owner requesting to have a formal hearing or meeting with the Board of Directors shall put said request *in writing* and deliver to management. The request should state the name and address of the individual requesting the hearing, and the reason a hearing is being requested.
2. Management shall deliver the request for hearing to the Board of Directors for review.
3. The Board of Directors shall review the request, and if a hearing is deemed appropriate, will provide management with two potential dates, including the time and location for the meeting to take place.
4. Management will contact the owner via first class and certified mail providing the date, time, and location of the scheduled hearing. An owner may postpone the meeting one time, for up to ten days upon written request.
5. Any such meeting requiring a hearing shall be handled in an executive session Board meeting.

Hearing Procedure

1. The Board President or an officer of the Association shall establish the baseline facts as they are known to the Board of Directors, a brief overview of why the hearing was scheduled, and any details of the problem that are known.
2. The owner will proceed with their case, not to exceed ten minutes in length. The owner will provide all salient facts of the matter, explain in detail their reasoning for the hearing, and provide any and all information appropriate to solve the problem.
3. The Board of Directors, upon completion of the owner's presentation, shall ask any questions that they may deem relevant to the case.
4. Prior to conclusion of the hearing, the owner will be afforded one final opportunity to provide any additional questions or concerns to the Board of Directors *in writing*. *Note: Individual Board members shall not reply directly to any questions or concerns, since individually each Board member has no true individual authority. An owner will receive an official answer in writing from the Board as a representative group at a later date.*
5. The Board of Directors will conclude the hearing, and continue in an executive session Board meeting. The Board will deliberate on the information provided in the hearing, taking into account any questions raised by the owner, and formulate a written response to the owner of their findings. The Board will then adjourn to a regular Board meeting where any actions taken will be summarized and recorded in the minutes thereof.
6. Management will be contacted and supplied with the Board's findings. Management will then notify the owner via first class and certified mail of the Board's findings. These findings are considered final and absolute.

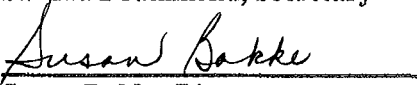
This policy resolution shall become effective immediately.

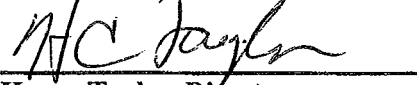
Unanimously approved by the Board of Directors: August 1, 2011


Richard Cope, President


Sandra Drummond, Secretary


Dick Barrett, Treasurer


Susan Bakke, Director

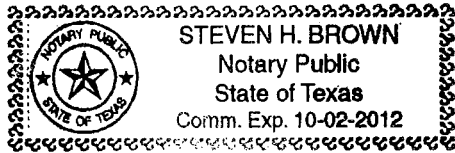

Henry Taylor, Director

ACKNOWLEDGMENT

STATE OF TEXAS

COUNTY OF BEXAR

This instrument was acknowledged before me on the 1st day of August 2011, by Richard Cope, President, Sandra Drummond, Secretary, Dick Barrett, Treasurer, Susan Bakke, Director and Henry Taylor, Director of the Roseheart Homeowners Association, a Texas non-profit corporation, on its behalf, who stated before me that the foregoing was true and correct to the best of their knowledge and belief.



A handwritten signature in cursive script, appearing to read "Steven H. Brown", written over a horizontal line.

Notary Public, State of Texas

AFTER RECORDING, PLEASE RETURN THIS INSTRUMENT TO:
Association Management Services
1600 N.E. Loop 410, Suite 202
San Antonio, Texas 78209