

## WLOA Covenants & By-Laws Review & Rewrite Committee Charter

### A. COMMITTEE MEMBERSHIP

1. Comprised of five members – two Board of Directors, two Park Council members, and one person at large to be chosen by the Board.
2. Committee Chairperson and Co-Chair are to be elected by a majority of the members of the Committee.
3. All duly appointed members shall have equal status on the committee.
4. Members will serve for terms as such:
  - a) BOD Member: 3 year term
  - b) PC Member: 2 year term
  - c) At Large Member: 1 year term
  - d) If the term on BOD/PC ends prior to the C/B Committee term, a new BOD/PC member will be voted in to replace the exiting Member.
5. Committee members will be held to the same standards as BOD and PC members in regards to attendance, resignation and removal.
6. If a PC or BOD committee member resigns or is removed as per Bylaw 6.2.3, they also resign or are removed from this committee and are to be replaced by simple majority vote of BOD or PC as needed.
7. The At Large member must be a lot owner and cannot be a member of PC or BOD. If the At Large committee members resigns or is removed as per Bylaw 6.2.3, they also resign or are removed from this committee and are to be replaced by simple majority vote of BOD.

### B. COMMITTEE PURPOSE AND SCOPE

1. Review and amend the Covenants and By-Laws of WLOA as directed by the BOD and PC to include but not limited to:
  - a) Correct under all applicable state and federal laws
  - b) In agreement and do not contradict one another
2. Maintain the Rules and Regulations document per existing guidelines, and update with any changes, on an annual basis, brought forth by Park Council and the Board of Directors.

### C. MEETINGS

1. Three committee members will represent a quorum.
2. Meetings will be open to any lot owner interested in attending. Non-members will not be allowed to comment on the proceedings and must submit all suggestions for changes using the procedure in D (2) (b).
3. A minimum of 7 days' notice of meetings must be given to each member. Meetings can be held on shorter notice provided all members agree.
4. Meetings must be held at Wildwood unless another location is agreed upon by all members.

**D. PROCEDURE**

1. The documents will be reviewed in the following order:
  - a) The By-Laws
  - b) The Covenants/Articles
  
2. Review by WLOA Board of Directors and Park Council
  - a) The Committee will send the documents and/or sections or articles to the Board and Park Council for comments. All comments sent to the committee are to be in writing.
  - b) Any Wildwood member may submit suggestions to the committee in writing. The Committee may set a date when they will no longer receive suggestions.
  - c) The Committee will consider and evaluate the suggestions; however, no suggestion is binding on the Committee.
  - d) In the case of disagreement on items to be added or modified, a two-thirds vote of the committee is required.
  
3. Legal Review
  - a) When each article, section or document is completed, they will be sent to the attorney for review of the wording and legality of the document.
    - o The Board will have final approval on when documents are to be sent to the attorney.
  - b) If anything is incorrect, the document will be returned to the committee for additional rewriting.
  - c) When each document has the lawyer's approval, it will be ready for distribution to the eligible association members for a vote of approval.
  
4. Changes to the PROCEDURE, item D, may only be made by simple majority vote of both the Board of Directors and Park Council.

**E. REVISIONS TO CHARTER**

1. Revisions to this procedure may be made by simple majority vote of both the Board of Directors and Park Council.

**F. DISTRIBUTION**

1. As per established guidelines or guidelines established by the Board.

  
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President, Board of Directors (date)

  
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Chairperson, Park Council (date)