



Title:	Hampton Place Homeowners Association Rule Amendment Policy	Effective:	05/01/2008
Version:	1.0	Classification:	Required

This document is intended to supplement the Declaration of Covenants in regards to Article XIV Section: 14.2 *Amendment* by providing procedural details for amending the following Hampton Place Homeowners Association governing documentation:

- Declaration of Covenants
- Supplemental Declaration of Covenants
- Code of Regulation

Note: All other association documents may be amended by following processes outlined internally to each document.

This process helps ensure that all state, county, city and Homeowner Association rules and regulations are met for amending and ratifying Homeowner Association rules.

AMENDMENT PROCEDURE

Submission Requirements

Any member of the Homeowners Association may request an amendment at anytime. However, due to the effort, costs, and time requirement for amending the listed governing documents, requests will only be addressed twice per year.

Amendment Effective Date*	Submission Deadline
June 1	April 1
Jan 1	October 1

1. Homeowner must contact the Board of Directors via the Hampton Place website (hamptonplace.org) or via email (info@hamptonplace.org) and formally submit their request in writing. **Submissions must include the following information:**
 - a. Document Name
 - b. Article
 - c. Section
 - d. Requested change in verbiage
2. Once received, the Board will review and confirm the request is permitted based on considerations including, but not limited to, state, county, city and Homeowner Association rules and regulations. The Board has the right to update the verbiage for consistency while ensuring the original intent of the request is maintained.

Note: The Board is strictly prohibited in making judgment based on personal preference.

3. The Board of Directors will notify all Homeowners Association members of the requested amendment(s).

Note: This notification will also provide a ballot for residents to vote yes or no via "proxy" for the requested amendment(s).

**Note: All efforts will be made to have amendments in effect by listed effective date. However, due to possible delays beyond the Association's control, this may not always be possible.*

4. A 30 day comment review period will be enacted via the Hampton Place website to allow all residents to provide feedback on the requested amendment(s).
5. A special Homeowners Association meeting may be held to promote discussion of all feedback obtained from the residents during the 30 day review period.
6. A vote will be held at the special Homeowners Association meeting.
7. Final vote outcome will be based on combination of in-person tally and proxy ballots. Per Declaration of Covenants, Article XIV Section: 14.2 *Amendment*, amendments in whole or in part must be approved by the Owners of at least seventy-five (75%) percent of all Lots.

Note: With 75% affirmative required for passage, a “non-vote” will be considered a “no”.

8. If required vote is received, the following steps will occur:
 - a. Homeowners Association Attorney will be consulted for document change, if applicable
 - b. Updated Document(s) will be filed with Lorain County

Note: Amendments are considered in effect once they are officially recorded by the Lorain County Auditor.

Revision History:

Date	Version	Description
05/01/08	1.0	Document ratified and published