

RULES/REGULATIONS/ARCHITECTURAL COMMITTEE CHARTER

I. Purpose

The purpose of the Burien Town Square Rules, Regulations and Architectural Committee is to assist the Board of Directors of the Burien Town Square Homeowners Association in ensuring the community adherence to the Rules and Regulations as set out under the governing documents of the Burien Town Square Home Owners Association. This committee is also responsible for communications to the owners relating to said rules and regulations.

II. Responsibilities

This committee charter is understood to be in compliance with the Burien Town Square Owners Association declaration and by-laws, and the relevant laws of the State of Washington. In the event that a discrepancy arises, it is understood that the association declaration and by-laws, and the relevant laws of the State of Washington, shall take precedence over this charter.

III. Organization

The Burien Town Square Rules, Regulations and Architectural Committee shall be officially created by a majority vote of the Board of Directors to accept the charter of the committee. Committee members will be appointed by the Board and the Committee shall elect its own Chair. Committee membership is voluntary, and members may self-terminate at any time.

To support effective and efficient operation of the committee, membership shall be limited to a maximum of three (3) members, who are owners in the building, but who do not serve concurrently on the Board of Directors, along with one Board Member who shall serve the Rules Committee in an ex-officio capacity only, but shall otherwise be included in the reference. The members of the Rules Committee shall serve until their voluntary resignation, or until removed or replaced by the Board. Any dispute or contest received in writing within the required time shall be heard by the Rules Committee. Upon a majority vote, the Rules Committee shall have the authority to waive or reduce fines or make other findings it deems appropriate and consistent with these Rules in addressing and resolving such dispute or contest. Any Owner's request for variance from these Rules, such as architectural changes or landscape enhancements which are not otherwise permitted, shall be referred to the Rules Committee. The Rules Committee shall have no authority to waive any continuing violations or approve variances from the restrictions in the Declaration or from these Rules, but shall make recommendations to the Board regarding such continuing violations or requested variances. If, at any given time, the Rules Committee is not formed, or if the members thereof are unwilling or unable to perform their functions thereon, the Board may act in its stead under these Rules, and may complete the disposition of any matter that has come before it in that

capacity if the Rules Committee is constituted or its members become willing and able to act prior to the conclusion thereof.

The Rules Committee shall convene a hearing no later than 60 days after receipt of any written notice of a dispute or contest timely submitted. Prior to such hearing, the Rules Committee members shall engage in such fact finding and inquiry as they deem appropriate, including issuing written requests for information or requesting the presence of certain witnesses to attend the hearing. Rules Committee members should exercise reasonable discretion in determining whether to recuse themselves prior to any hearing on a particular matter to ensure the hearing is conducted in a fair and impartial manner. A minimum of two members must be present to open any hearing; if at least two members are not available due to recusal or extended absence or unavailability, the matter may be submitted for resolution by the Board. All hearings will be closed to the community and public, although the petitioning Owners and Rules Committee members may invite a reasonable number of witnesses relevant to the matters at issue to attend the hearing and provide testimony. The hearings will be conducted in an informal and non-adversarial manner according to any reasonable procedures established by the Rules Committee. After hearing all of the evidence and allowing the Owner to make his or her presentation, the Rules Committee members shall caucus in closed session to make its determination by majority vote of those members present at the hearing. If the members are deadlocked in their vote, the ex-officio member of the Rules Committee representing the Board shall cast the tie-breaking vote or submit the matter for resolution by the Board. The Rules Committee's decision may be postponed for no more than 10 days after the date of the hearing for any purpose, including the gathering of additional information or permitting further deliberation. The Rules Committee shall provide a copy of its determination in writing to the Owner and the Board within 10 days after its decision, and may include any findings it deems appropriate and consistent with these Rules. Such determination shall be delivered, by any reasonable means, to the last known address of the Owner, and shall be accompanied by written notice that the Owner may appeal any adverse decision to the Board. Each Committee member shall be appointed by the Board of Directors, from a pool of Resident Homeowners expressing interest in a particular Committee, for a two year term.

Committee members shall be present at the scheduled committee meetings. Absence from more than three meetings may be grounds for removal. Removal of a member from the committee is subject to a majority approval of the committee and a vote of approval from the Board of Directors. The committee may be officially terminated upon completion of its assigned tasks and responsibilities by Board action or by a majority vote of the Board to revoke the charter of the committee.

IV. Operations

The Burien Town Square Rules, Regulations and Architectural Committee is an advisory body to the Board of Directors, and other than as stated in the Rules and Regulations, has no executive authority. Advisory statements and recommendations from the committee shall be submitted to the Board of Directors through the Board Liaison assigned to the committee. The Committee shall keep a minute book of all committee meetings, recording all committee resolutions and all transactions and proceedings occurring at such meetings. The Committee shall meet at least quarterly. The Committee will submit an approved copy of the meeting minutes, to report the statements and recommendations of the committee to the assigned Board Liaison in email/written format in written/email format one week (7 days) prior to each scheduled Board of Directors meeting. If there have been no meetings or there is nothing to communicate, the report shall so state. The Board Liaison will be responsible for disseminating the report to the Board Secretary and the Community Manager in order that it becomes part of the official records of the meeting and including the information with the minutes for distribution to the ownership at large.

V. Responsibilities of the Committee

The Burien Town Square Rules, Regulations and Architectural Committee shall undertake the following responsibilities:

- A. Review and be familiar with the Declaration, Bylaws, Rules and Regulations and Articles of Incorporation for Burien Town Square Condominiums.
- B. The Burien Town Square Rules, Regulations and Architectural Committee's mission is to assist the Board of Directors of the Burien Town Square Homeowners Association by researching, proposing and recommending to the Board the resolution of any issues that arise by virtue of actions, requests or situations within the community.
- C. This will be accomplished by, but not limited to, the following actions:

ACTIONS

- 1. Hold at minimum, quarterly meetings to address rules, regulations and architectural issues and requests and to act on those issues and requests in a timely fashion.
 - 2. To direct the community management company to send out letters to owners who do not comply with the rules and regulations.
 - 3. Communicate with the owners and residents information disseminated to the committee by the Board for distribution to the owners/residents.
 - 4. Make recommendations and suggestions to the Board of Directors as required.
-