

**District Association, Inc.  
Administrative Policy**

<b>SUBJECT:</b> Modification Review Committee Polices and Procedures	<b>POLICY NO.</b> SOL-2015-01
<b>APPROVAL:</b> November 11, 2015	<b>DATE OF ISSUE:</b> November 11, 2015
<b>REVISION DATES:</b>	<b>PAGE:</b> Page 1 of 1

Whereas, the Solerno Board of Directors (the “Board”) has the authority to charter and appoint members to the Modification Review Committee (the “MRC”), the following protocol shall be implemented and followed at all times:

1. The MRC shall consist of not less than three (3) and not more than seven (7) members who serve at the pleasure of the Board. MRC members must be members or the spouse of a member, of the Solerno District Association (the “Association”). Appointees should be in good standing with the Association prior to appointment.
2. The MRC shall elect a Chairperson to serve as the liaison between the committee and the Board and management.
3. The MRC must post notice of all meetings no less than 48 hours prior to the meeting date. It is recommended that the MRC set a regular, monthly meeting date.
4. Minutes of each meeting shall be kept as part of the Association’s records.
5. Members of the MRC shall use the guidelines set forth by both the Solerno District Association and the Central Viera Community Association, when reviewing applications for approval.
6. If an application is denied, the MRC must provide a clear reason for doing so. Members of the Association must be afforded the opportunity to appeal the decision of the MRC to first the committee and then, if not resolved, the Board.