

**COLTON MEADOW HOMEOWNER'S ASSOCIATION, INC.
PO BOX 103 ST. GEORGES, DELAWARE 19733-0103**

Form for submitting request for change in protective covenants

Procedure and Order of Document Flow for Request for Covenant Change

1. All requests for a change in the protective covenants will be in writing and signed by the Owner (synonymous with Lot Owner) of the lot/residence requesting the change. The requests will be mailed to the Post Office Box of the Colton Meadow Homeowner's Association, Inc. The Owner must be in good standing to submit a Request for Change.
2. The Committee shall review the written request and complete the form (CMHA DR-1). The Committee may contact the Owner to discuss any issues of the rule change request that are not specific or clear. If necessary the committee member shall visit the Owner to get a better understanding of any changes in wording that may be needed for a clear understanding of the intent for change. The Request for Covenant Change Form (CMHA DR-1) will be returned to the owner for verification.
3. The Committee shall inform the Executive Board of the Request for Change for publication in the quarterly newsletter. The Request for Change presentation and discussion shall be set in the agenda for the upcoming General Membership meeting.
4. The Owner or his designee shall present the Request for Change to the Association Membership at a quarterly meeting. *To change a covenant requires a majority vote of the members present, pursuant to the quorum requirements stated in the bylaws of the Association (20% of the Membership).* The Board of Directors shall allow a period of 5 minutes for presentation purposes and a period of 10 minutes for questions and answers. Upon a majority vote of the Membership, the Owner may then proceed utilizing the form in acquiring the amount of signatures required by the Declaration.
5. Upon the Owner successfully obtaining the signatures of sixty (60) percent of the record Owners in the Association, then the form shall be returned to the Committee for review and verification of the document. Once the document is properly verified, the Owner shall be notified in writing, and the General Membership shall be notified by publication in the quarterly newsletter.
6. The Association Committee shall make the necessary changes to all documents and forward to the Executive Board for filing in the New Castle County Office of the Recorder of Deeds, and forward validated copies or change pages to all record owners.

Contents of form

Name of submitter – must be a record Owner (Lot Owner), per Deed

Address of Lot

Reason for Request for Change in Covenant

Reference to specific rule to be changed

Quote text from current rule

State how new rule would read.

Signature of homeowner requesting change