

**WESTCHASE COMMUNITY ASSOCIATION INC.  
RESOLUTION OF THE BOARD OF DIRECTORS ESTABLISHING  
DOCUMENT REVIEW COMMITTEE**

WHEREAS, the Westchase Community Association, Inc. (the “Association”) is a nonprofit corporation duly organized and existing under the laws of the State of Florida; and

WHEREAS, Article V, Section 1 of the Bylaws provides that the Board of Directors may, by a resolution adopted by a majority of the Directors present at a meeting at which a quorum is present, create committees to perform such tasks and to serve for such periods as may be designated by the Board of Directors (the “Board”);

WHEREAS, Article V, Section 1 of the Bylaws provides that each committee shall operate in accordance with the terms of the resolution of the Board designating the committee and each committee member shall be appointed by the Board and shall serve at the discretion of the Board;

WHEREAS, the Board has determined that it is in the best interest of the Association to create a Document Review Committee (the “Document Review Committee”) tasked with reviewing and recommending changes, edits or deletions to The Westchase Residential Guidelines (“Guidelines”), and if necessary to the Amended and Restated Declaration of Covenants Conditions and Restrictions for Westchase (the “Declaration”), the Articles of Incorporation and the Bylaws for Westchase Community Association, Inc. (together the “Governing Documents”);

WHEREAS, at duly noticed meeting of the Board, held on November 14, 2024, a motion was made, seconded and approved to create the Document Review Committee which shall have up to five (5) members;

WHEREAS, this Resolution is intended to ratify creation of the Document Review Committee and appointment of its members and to specify the role, responsibilities, terms, conditions, powers and limitations of the Document Review Committee; and

WHEREAS, at duly noticed meeting of the Board, held on January 9, 2025, a motion was made to approve this Resolution and the motion was seconded and approved by not less than a majority of a quorum of directors.

NOW, THEREFORE, it is hereby resolved as follows:

1. The Document Review Committee shall consist of the following members of the Association who shall all be in good standing (current in all financial obligations to the Association): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
2. Members of the Document Review Committee shall select the chairperson of the Document Review Committee.

3. The Document Review Committee shall regularly meet at a suitable place, convenient to the Members, which location shall be determined by the Document Review Committee, and subject to approval or disapproval by the Board.
4. The Document Review Committee shall provide to the Board regular reports regarding its actions, status, work product, etc.; which reports shall be delivered not less frequent than monthly.
5. The role of the Document Review Committee is to:
  - a. Gather any requested changes to the Guidelines and Individual Neighborhood Specific Guidelines (“INSG”) as maintained by the Property Manager.
  - b. Solicit and review input and recommendations or requests for changes to the Guidelines and INSGs from the Community, including, but not limited to, the Voting Member body, the Modification Committee, the Variance Committee, the Board of Directors for any Neighborhood Association and any other Committee previously established by the Board, that may have input into changes to the Guidelines and INSG.
  - c. Review all Guidelines and INSGs to identify and recommend changes to any areas where those documents may be contradictory, duplicative or inconsistent.
  - d. Recommend any changes or edits to the Guidelines to promote consistency between the Guidelines, and the Declaration, the Articles of Incorporation, the Bylaws and the Rules and Regulations. Note that while the Document Review Committee may recommend changes to the INSGs, changes to any INSG must be proposed and approved in accordance with Article XII, Section 35 of the Declaration.
  - e. Recommend any changes to Declaration, Articles of Incorporation, or Bylaws that may be necessary to facilitate consistency.
  - f. Recommend any changes or edits to the Guidelines that may promote or accommodate modern or energy efficient materials.
  - g. Recommend any changes or edits to the Guidelines that may accommodate or permit hurricane protection specifications that comply with applicable building codes for structures and other improvements on parcels governed by the Association. The specifications may include the color and style of hurricane protection products and any other factor deemed relevant by the Document Review Committee. The term “hurricane protection” includes, but is not limited to, roof systems recognized by the Florida Building Code which meet ASCE 7-22 standards, permanent fixed storm shutters, roll-down track storm shutters, impact-resistant windows and doors, polycarbonate panels, reinforced garage doors, erosion controls, exterior fixed generators, fuel storage tanks, and other hurricane protection products used to preserve and protect the structures or improvements on a parcel governed by the association.
  - h. Present to the Board and Voting Member body any suggested changes to the Governing Documents.
  - i. Work with the Association legal counsel to finalize any suggested changes, edits, additions or deletions to the Governing Documents.

- j. Present the Committee’s recommendations, after revisions by counsel, to the Voting Members for a vote, as required by the Association Declaration and Bylaws.
6. The Voting Member body has the ultimate authority to review, approve, reject, or modify all Document Review Committee recommendations for the Guidelines and INSGS, and to request additional information from the Document Review Committee.
  7. All documents and other materials generated by the Document Review Committee shall be the property of the Association and subject to inspection.
  8. The Voting Members shall not be bound by the Document Review Committee recommendations, changes or edits to the Guidelines.

IN WITNESS WHEREOF, at a duly noticed meeting of the Board at which a quorum was present, held on the \_\_\_\_ day of \_\_\_\_\_, 2025, in the manner required by the Association’s governing documents, a majority of the Directors approved this resolution, which is to be made a part of the minutes of the aforementioned meeting of the Board.

The undersigned has hereunto set its hand and seal this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
\_\_\_\_\_, President  
Westchase Community Association, Inc.

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\_\_\_\_\_, Secretary  
Westchase Community Association, Inc.