

## **Board of Appeals Procedures**

1. Consistent with the Declaration of Covenants, Conditions and Restrictions (the "CC&Rs"), the Bylaws of I'On Assembly (the "Bylaws") and these Procedures, the Board of Appeals (the "BOA") shall hear appeals from decisions of: 1) the I'On Design Committee (the "IDC"); and 2) the Covenants Committee (the "Committee").
2. To exercise a right of appeal, a Titleholder shall have 10 days from delivery of a decision of the IDC or the Committee to request an appeal. Such a request shall be in writing and delivered to the Community Manager. A tenant must have written authorization from the Titleholder-landlord to exercise any appeal.
3. In reviewing a decision of either the IDC or the Committee, the BOA may accept written statements and solicit testimony, as it deems appropriate. It shall not be required to conduct a full re-hearing of the matter heard by the IDC or the Committee unless, in the BOA's discretion, it so chooses.
4. Immediately upon the conclusion of the hearing, if one is held, or as scheduled by the Chair, the BOA shall meet in executive session to review the matter and reach its decision. The BOA shall deliver its decision, in writing, to the Titleholder, Community Manager and President of the Board of Trustees within 10 days following conclusion of the hearing. If the decision is on appeal from the I'On Design Committee (the "IDC"), a copy shall also be sent to the Neighborhood Design Coordinator. The decision of the BOA shall be final and binding.
5. The date of "delivery" shall be the date an item is personally delivered to the recipient or sent to the recipient by United States mail, first class postage prepaid, whichever is earlier. In all instances where written documentation is required, email or other electronic documentation shall be acceptable.