



Homeowner's Association
142 Cloverdale Heights
Charles Town, WV 25414

FRED R. MOORE, Pres.
JACK KAPP, Vice Pres.
CINDY WHITAKER, Sec.
MAHLON BURKHARD, Treas.

October 12, 1997

Dear Unit Owner,

At its annual meeting on September 22, 1997, the Executive Board, in accordance with Section 2.2 of the *Bylaws for Cloverdale Heights Homeowner's Association*, voted (1) to amend ARTICLE VII of the Bylaws by (I) inserting 7.1 after Section in the first paragraph and (ii) making changes in the text of the Section to provide for "review by a Certified Public Accountant" of financial records annually rather than to be "audited"; and (2) to amend ARTICLE IX of the Bylaws by replacing "XVI" with "XXII."

The first proposed amendment was recommended by the Examiner during the audit performed during the past fiscal year. The change will reduce the cost of verifying the accuracy of the financial records and satisfies the intent of the requirement in the bylaws and as prescribed by auditing procedures and standards established by the Financial Accounting Standards Board. The second proposed amendment corrects a typographical inaccuracy in the document.

As set forth in Section 22.1 of the *DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR CLOVERDALE HEIGHTS*, this letter informs you that comments concerning this proposed amendment to the Bylaws may be made. If you have comments for consideration, prior to the final adoption at the meeting of the Executive Board, November 10, 1997, you should submit them to the Board in writing at least five (5) days prior to the meeting.

Should you have any questions please do not hesitate to call me at 725-0363.

Sincerely,

Fred R. Moore
Cloverdale Heights HOA President

cc: Cindy Whitaker, HOA Secretary