ARCHITECTURAL COMMITTEE GUIDELINES

The Architectural Committee is responsible for reviewing Homeowner requests for changes in the structure and grounds of a UNIT. A written request, along with drawings, sample brochures, should accompany a request in order for the Committee to properly evaluate the request. Some basic requirements are mandatory in order to maintain the integrity of the Development, and exceptions will not be granted. ALL OF THE BELOW REQUIRE PRIOR APPROVAL:

- Replacing Garage Coach Lights – White or black with committee approval. No Brass
- Replacing Exterior Doors – Must be painted from approved list of colors.
- Replacing windows – must be of the original hatched design. Also tinting must be of non-reflective materials.
- Replacing Garage Door – Similar in style of the two existing designs.
- Adding Storm Door – White or tan color with no extensive grill work.
- Replacing shingles – Color to conform to what was previously used. Owners need to submit colors to committee to be approved.(Need to come up with color chart)
- Adding new trees, shrubs & plants into non original landscaping areas.
- Replacing trees, shrubs & plants in existing beds NO APPROVAL REQUIRED, if they are replaced with like items. Any change requires committee approval.
- Making any structural changes to things such as siding, gutters, lanais, stucco and the colors shall require architectural committee approval.
- Fuel tanks, water softener & pool equipment shall be screened or landscaped as to not be seen from the street, rear of house or next door neighbor. If the item cannot be concealed because of lot dimensions, the committee shall meet to resolve the issue. Any landscaped areas used for concealment will be the owner’s responsibility to maintain and trim.
- Emergency repairs caused by weather can be replaced with like materials, without board approval but must be done within 30 days of damage date. After 30 days repairs must be submitted to the committee for approval.

5.13 Committees – Any meeting of a committee wherein a final decision will be made regarding the power to approve or disapprove Architectural decisions shall comply with the requirements for notice to members set forth in paragraph 5.7 of these BYLAWS.

5.7 Notice of Meetings – All meeting which fall under 5.13 shall be posted on the Associations Bulletin Board at least forty-eight (48) hours before the time at which such meeting is to be held. It shall state the day, place and hour of the meeting. The meeting is open to homeowners to attend.
Committee Membership - The Architectural Committee shall consist of not less than four members, with the Chairperson being a current Board Member. The remaining members may be other Board members or owners who reside in the community. No more than one member shall be from the same property address if jointly owned. A voting quorum shall consist of at least 3 members present. The vote shall be majority vote for approval or disapproval. A tie vote will be taken to the full HOA board for approval.

Records from Meetings – A formal record of meetings need not be prepared, however the Chairperson shall summarize the events of the meeting and actions taken on each requests at the Monthly Board meeting. The decision of the Committee shall be communicated to the requesting owner by written document, i.e. formal letter or written on the “architectural form” used by the requestor, with a copy of all actions forwarded to the in Board Secretary after each meeting to go into a permanent file for the affected property.

Denied Requests – Should the Architectural Committee deny a request, the letter of denial shall state the basis for rejecting their request. The requesting owner shall be advised that they have thirty (30) days to appeal the denial to the Association Board, if not appealed in 30 days, the Architectural Committees decision is final. Denials cannot be resubmitted once going through the appeal process.

HOMEOWNERS RESPONSIBILITIES

The ASSOCIATION COVENANTS state that the owner is responsible for the roof system, windows, screens, siding, sliding glass doors, garage door, lighting fixtures and exterior entry doors and framing for same. They are also responsible for the driveway, parking area, walkway to the front entrance but not for the public sidewalk or street ramp connecting the street to the driveway. If the owner requests, receives approval from the committee to install additional landscaping on the OWNER’S LOT, the owner shall be required to maintain such landscaping. If not approved, the additional landscaping will be required to be removed.

Any changes or addition to any of the above referenced items by the owner requires the prior approval of the Architectural Committee. A written request on the forms provided by the Association, along with supporting documentation such as plans, specifications, manufacturer brochures, or samples. The requesting owner will also secure from adjacent property owners a signed document indicating they do not object to the requested modifications, if requested by the Architectural Committee.
FUNCTIONING AS A COMMITTEE

After the Chairperson receives an Architectural Change request they shall contact the members and schedule a meeting date, time and place, as soon as practicable. A Meeting Notice shall be posted on the Associations Bulletin Board at least forty-eight (48) hours before the meeting. The Owner making the request will be notified either by E-mail or telephone of the date time and place of the meeting should they wish to attend.

Depending on the circumstances it may be appropriate for the committee members to go to the owner’s property to get a visual idea of what is being proposed. This overview may be done individually or as a group.

At least three (3) of the four (4) committee members must approve a request in order to secure approval from the Committee. If only 3 members can attend, a majority vote will rule.

The Architectural Committee shall have 30 days after receipt of a request to either approve or reject a request. If the Committee feels it needs additional information form the owner they have 20 days to send a written request describing the additional information required. In this event the initial request is suspended until such time the OWNER responds to the requested information and then the Committee has 15 days to render a final decision.

Members of the Architectural Committee shall be precluded from voting on a request they may submit as an OWNER, in order to avoid any appearance of a conflict of interest.

The Architectural Committee Chairperson shall make a summary report of each action taken at every Board Meeting where the committee has had any activity. They should contact the President and ask to be placed on the agenda under Committee Reports.

Architectural committee members:
Jon Matthews – Chairman
Diann Fields - member
John Ley – member
Carolyn Lodge – member

Revision 3 – 8/30/2012  Approved by All committee members