

# Woodhill Homeowners Association

## Architectural Committee Mission Statement and Charter

### Mission:

The Architectural Committee reviews applications to exterior changes to an individual lot/home and acts regarding such matters that lie within the scope of their charter.

### Charter:

#### I) Membership

- 1) The Committee shall be comprised of not less than three (3) individuals appointed by the Board of Directors from the Association membership.
- 2) Consecutive appointments are permitted.
- 3) Each member of the Committee must be a member in good standing of the community.
- 4) There shall be no professional, educational or other requirements for Committee appointees.
- 5) There shall be no compensation for Committee members, but members may be reimbursed any out-of-pocket expenses authorized by the Board prior to expenditure.
- 6) The Board of Directors may recall any or all Committee Members at any time during the course of their appointment.

#### II) Activities and Responsibilities

- 1) Management will forward the Architectural Review Project Request form to the Committee Chairperson. The Chairperson will discuss the request with Committee members.
- 2) Paint color modifications for the exterior of homes and/or walls shall be approved by Management provided that the color is on the Woodhill's Approved Paint Palette.
- 3) A Committee Member shall visit the home requesting a modification and/or improvement in order to make a fully informed decision at the meeting.
- 4) The Owner may schedule a meeting with the Committee Members to review project requests.
- 5) Decision on approval or denial for an Architectural Review Project Request will be provided, in writing, to management, within forty-five (45) days of the submittal date.
- 6) Management will notify the owner, in writing, as to the Committee's decision.
- 7) The Committee shall inspect the modification and/or improvement to confirm that the same was completed pursuant to the approved submittal.

- 8) The Committee shall have no responsibility or authority of enforcement unless a project has been started with permission.
- 9) The Committee may provide recommendations to the Board of Directors with regards to the adoption or revision of the Association's Architectural Standards and Policies, or sections thereof, as they relate to the Committee's sphere of authority.
- 10) The Committee shall also provide recommendations regarding such matters as may be requested by the Board from time to time.

III) Service, Duration and Dissolution

- 1) The Committee shall serve at the pleasure of the Board of Directors.
- 2) This Committee Charter shall be deemed perpetual in nature so long as the Association remains in existence unless amended or revoked by the Board of Directors.
- 3) The Committee may be dissolved by a majority vote of a quorum of the Board of Directors in a meeting duly noticed and held for this purpose or, upon dissolution of the Association, shall be automatically dissolved with the Association.

By signing below, the appointed Committee Member accepts and agrees to the foregoing.

ACCEPTED AND AGREED:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_