

Architectural Committee

(5 members)

(must be home owner 18 or older)

Organization:

- ¥ Elect a chairperson, Secretary/Treasurer, 3 members at large.
- ¥ Should any member quit or be resigned due to inability to attend meetings regularly the committee may appoint a replacement.
- ¥ 3 members shall constitute a quorum and a majority vote of the 3, 4 or 5 members present shall comprise a decision. A tie vote may be broken by the absent member once the member is accessible by phone or in person by the chairperson.
All votes must be documented.

Responsibilities:

- ¥ Respond to "Architectural Control Approval Applications" in a timely manner as set forth in Article "V" of the CWPE Covenants.
- ¥ Meet within 10 days following receipt of an Application or a complaint regarding non-compliance with the Architectural guidelines. Recommendation regarding the disposition of complaints of non-compliance are to be forwarded to the "Covenant Compliance" committee.
- ¥ Oversee the landscaping and maintenance of all CWPE common property including the landscaping and structures at the entrance on Fir Road and the swales and storm ponds located throughout Countrywood Estates.
- ¥ Identify, research and prepare recommendations for the Board regarding street side swale and/or storm pond problems that suggest the County code is being violated.
- ¥ Maintain minutes of all meetings and forward a copy of all approved Applications and meeting minutes to the Board Secretary.
- ¥ Refer all denials of Applications to the Board for review and refer applicants to the Board if they wish to appeal a denied Application. The Board shall make a final decision.
- ¥ Establish recommended enforcement means to assure compliance with CWPE covenants as set forth in Article "VII" of the covenants and present to the Board of Directors for approval.

Board of Directors Note:

The CWPE-HOA Board of Directors have adopted the slogan, "Neighborliness First". We ask all committees to approach their job with this slogan in mind. If a Home Owner requests something that is not in compliance with that allowed in the covenants, or is found to be in non-compliance with covenants, we encourage the committee to first obtain comments regarding the request from all neighbors within 150 feet of the property in question and then submit their findings and recommendation to the Board of Directors.