

Charter for the Architectural Guidelines Review Committee of the Waters Landing Board of Directors

References

- a. Declaration of Covenants, Waters Landing Association, Article VII, Section 1
- b. Declaration of Covenants, Waters Landing Association, Article VII, Section 7
- c. By-Laws of Waters Landing Association, Article V, Section 3, paragraph (k)

1. **Purpose.** To ensure that the *Waters Landing Association (WLA) Architectural Guidelines* being used by the Architecture and Environmental Review Committee (AERC) are modernized to reflect the current community needs and in compliance with state and county laws.

2. **Background.** The Board of Directors has established the AERC to manage any fundamental changes to property (defined in ref. (a)) by utilizing the *Architectural Guidelines* established by the Board. These Guidelines were established in 1987 with few amendments though 1995. There have been many community applications submitted to the AERC in recent years regarding items that are not contained within the current guidelines, for which the AERC has had to make exceptions. Per ref. (b), the AERC, with the advice and consent of the Board, may from time to time adopt rules and regulations.

The Board of Directors may designate committees and appoint its members, as identified in ref. (c). To this end, the Board of Directors is establishing a special committee to review the current Architectural Guidelines and provide this Board with suggested revisions, updates, and changes as deemed necessary. This committee is named the Architectural Guidelines Review Committee, to review and suggest to the Board revisions, updates and changes to the current *Architectural Guidelines for Waters Landing Residents*.

3. **Membership:** The Board of Directors shall appoint the members of this committee. This committee shall consist of at least 3 and not more than 5 members. Each member shall be both a resident and an owner of WLA and shall serve for as long as the Board designates.

Once appointed by the Board, the committee will have a first meeting for organizational purposes and elect by majority vote from its members at least 3 officers: a Chairperson, a Deputy- Chairperson and a Secretary. If the committee does not elect these officers the Board will designate these officers from the committee membership. The officers will have the following (but not limited to) responsibilities:

- a) Chairperson
 - a. Acting to oversee orderly meetings
 - b. Ensure the regular and continued progress of the committee's assignment
 - c. Report progress/activity of the committee to the Board
- b) Deputy-Chairperson
 - a. Assist the Chairperson in these functions
 - b. Act as substitute Chairperson, if necessary

- c) Secretary
 - a. Keep accurate minutes of this committee's meetings
 - b. Keep a record of the steps taken to research the assigned task
 - c. Ensure that the actions of the committee are published in a timely manner to the Board and the Waters Landing community

4. Assigned Task. This committee is established for the purpose of reviewing the current *Architectural Guidelines of the Waters Landing Association* and advising the Board of needed and suggested changes. The committee may utilize any methods that it deems valuable to undertake its assignment, including (but not limited to) any of the following methods:

- a) Research of other HOA Architectural Guidelines
- b) State and County laws impacting Architectural Guidelines
- c) Interviews of experts and professionals with special knowledge of specific issues facing our homeowners
 - a. such as solar panels, electric vehicle charging stations, environmentally sound landscaping methods, etc.
- d) Evaluation of submitted Architectural requests to identify common trends
- e) Surveys to the community to gauge community interests

The intention for this committee is to approve a new version of the Guidelines document to include any necessary updates. It may be necessary to reformat the entire document in order to better organize existing content as well as incorporate new content. It will be important to be able to distinguish between the existing content and to clearly identify new content.

5. Meeting Frequency. This committee will meet as often as it decides but not less than once per month. The meetings will be open in accordance with the recommended guidelines of the Maryland Commission on Common Ownership Communities (CCOC) and as defined by CCOC. Open meetings will be announced timely to the Waters Landing community. However, independent research at other locations such as government offices, other associations, interviews, etc. will not be considered open meetings and may be conducted privately. These independent research events will be recorded by the Secretary and reported openly at the first following open meeting of the committee and to the very next open Board of Directors meeting. This committee is assigned to inform and advise the Board of Directors on its findings.

6. Records Management. All records created in preparation for, and as a result of, the committee's assignment will be stored in a designated area available to Board of Directors and its managing agent.

7. Status Reports. The committee will regularly inform the Board of their progress in a manner it deems necessary. Additionally, the officers will prepare a summary report of their progress and will deliver it to the Board of Directors at the monthly Board meeting. It is recommended that the committee communicate regularly with the Board in order to ensure the format and direction of

the final document with its recommended changes are being organized in a manner that is clear and concise.

8. Committee Output. After sufficient research and progress and the committee reaches its conclusions, the committee will provide the Board with a written draft of suggested revisions to the *Architectural Guidelines*. This may be done utilizing a format of the committee's choosing that is most easily understood (track changes, color coding old and new content, separate content tracking sheet, etc.).

9. Duration. This committee shall continue until the Board has agreed, by majority vote, that it has completed its work and/or will be disbanded.

10. Annual Reauthorization. If the committee continues past one year, the Board will decide, by majority vote, at least once each year thereafter to acknowledge the committee and authorize it to continue its assigned task.

11. No Independent Governance or Authority. This committee is an advisory group to the Board of Directors and has no independent authority to act, enforce or instigate of its own volition without the approval of the Board.

12. No Guarantee. The committee's findings, conclusions and suggestions will be considered as advice and will not be binding on any party. The Board provides no guarantee that it will adopt or follow the committee's advice.

This committee is hereby established this day by the Waters Landing Board of Directors;

Date _____