



Architectural Committee Charter – Sherwood Forest Homeowners Association

I. Introduction

The purpose of this charter is to establish and define the responsibilities, authority, and structure of the Sherwood Forest Homeowners Association (SFHOA) Architectural Committee (AC). This committee was formed to address specific issues regarding individual homes and lots within the subdivision.

II. Committee Name

The committee shall be known as the Sherwood Forest Homeowners Association Architectural Committee, hereinafter referred to as the "AC"

III. Purpose

The AC is established as a standing committee of the SFHOA Board of Directors (BOD) with the primary purpose of preserving and enhancing the architectural integrity, aesthetics, and property values within the community. The committee shall review and act as the approval authority for architectural modifications, additions, and new construction projects in accordance with established SFHOA covenants, and applicable regulations.

IV. Scope of Responsibilities

The AC shall have the following responsibilities:

- a. Review and evaluate architectural plans, designs, and proposals submitted by homeowners for exterior modifications, renovations, new construction, or landscaping alterations in accordance with the SFHOA By Laws and Covenants. All submissions must be reviewed by the AC and approved or not approved in accordance with the SFHOA Covenants and By Laws.
- b. Ensure compliance with SFHOA covenants, conditions, and restrictions (CC&Rs), architectural guidelines, and local building codes in the review and approval process.
- c. Assess the visual impact, design coherence, and compatibility of proposed projects with the existing architectural character and landscape of the community.
- d. Provide guidance, recommendations, and feedback to homeowners to assist them in preparing complete and accurate architectural submittals.
- e. Conduct site visits and inspections as necessary to assess the potential impact of proposed projects on neighboring properties and the overall community aesthetics.
- f. Maintain records of all architectural review applications, decisions, and correspondence for reference and compliance monitoring purposes.
- g. Educate homeowners on architectural standards, design principles, and approval procedures to promote responsible and harmonious development within the community.
- h. Provide homeowners with written notifications when standards are not properly adhered. The AC will notify the BOD prior to any written correspondence with homeowners to ensure an agreed upon course of action is being taken. The AC will issue fines after approval from the BOD.



V. Committee Composition

The Architectural Committee, inclusive of the committee chair, shall consist of a diverse group of three homeowners who possess expertise or interest in architecture, design, construction, or related fields. The committee members shall be appointed by the HOA Board of Directors and may include individuals with professional qualifications, experience, or passion for architectural preservation and enhancement. The committee shall strive to maintain a balance of skills, perspectives, and representation from different neighborhoods or areas within the community.

VI. Meeting Frequency and Quorum

The Architectural Committee shall meet regularly, at least once per month, or more frequently as necessary to review and process architectural submittals in a timely manner. A quorum shall be established when a majority of committee members are present at a meeting. Meetings may be conducted in person, virtually, or through other means deemed appropriate by the committee.

VII. Reporting Structure

The AC Chairperson, who is appointed by the BOD, shall provide regular updates, reports, and recommendations to the board on architectural review activities, compliance issues, and emerging trends or challenges. The committee chairperson or designated representative shall attend HOA board meetings to present committee updates, respond to inquiries from the board members, post all approved and declined applications to the shared HOA BOD drive, and update the tracking sheet for all applications.

VIII. Code of Conduct and Confidentiality: Committee members shall adhere to the highest standards of professionalism, integrity, and ethical conduct in the performance of their duties. Members shall respect the confidentiality of sensitive information discussed during committee meetings and exercise discretion when communicating with homeowners, vendors, and other stakeholders. The BOD may remove any committee member for violating any section of this charter by a simple majority vote of the BOD.

IX. Amendment and Review: The AC charter shall be reviewed annually by the AC in consultation with the HOA Board of Directors. Amendments to the charter may be proposed by the committee or the board and shall require approval by a majority vote of the board.

X. Adoption and Acknowledgment: This Architectural Committee charter shall be adopted upon approval by the HOA Board of Directors and distributed to all committee members for their acknowledgment and adherence.

Chairperson: Ray Sokolowsky

Members: Beth Tompkins, Jimbo Crawford

Approved by the HOA Board of Directors on February 26, 2024