



Silver Woods Community Association

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ARCHITECTURAL REVIEW COMMITTEE CHARTER

SILVER WOODS COMMUNITY ASSOCIATION

Whereas ARTICLE 6, Section 9 ARCHITECTURAL REVIEW COMMITTEE, APPROVAL OF BUILDING PLANS of the Silver Woods Declarations of Covenants, Conditions and Restrictions defines and establishes the form and function and authority of the Silver Woods Architectural Review Committee;

Whereas it is in the best interest of the members of the Silver Woods Community Association, Inc., "Association" to have a committee to assist in the development of policies and standards to maximize the aesthetics of the community; and

Now Therefore, let it be Resolved, that the Board of Directors (BOD) of the Silver Woods Community Association, Inc., does establish by this resolution a committee as the Silver Woods Architectural Review Committee (SWARC).

ARTICLE I

DUTIES AND FUNCTIONS OF THE COMMITTEE

The purpose of the SWARC shall be to review New Build and Architectural Modification Applications to ensure they conform to design guidelines and any other covenant rules, are in compliance with the Governing Documents and meet or enhance the community's aesthetics to foster harmony within the community through reasoned and impartial adjudication of applications, as they arise. To this end, the principal powers of the SWARC Committee shall be to:

- A. Perform timely review of New Build Application and make recommendations to the Board of Directors for approval based on criteria within the Architectural Guidelines and Governing Documents.
- B. As provided in Article 6, Section 9 of the Silver Woods Declarations of Covenants, Conditions and Restrictions, the SWARC is vested with the authority to timely review and approve, if appropriate, Architectural Modification Applications meeting the requirements as described in the Architectural Guidelines and Governing Documents.
- C. To inspect in process and completed projects to ensure compliance with the approved application.

- D. To make reasonable efforts to resolve conflicts relating to submitted applications with the property owner submitting the application.
- E. To provide interpretations of the Governing Documents and Architectural Guidelines when requested by a member of the Board of Directors.
- F. To identify to the Board of Directors violations of requirements and conditions of in progress approved New Build and Architectural Modifications projects or those projects that are completed, but not yet inspected and approved by the SWARC.
- G. Committee members shall provide follow up inspections on approved exterior modifications to determine that changes and/or additions are in compliance with the approved applications.
- H. The BOD may grant such additional powers as may be required to enable the SWARC to fulfill its duties under the Governing Documents.

The committee shall consist of three (3) members of the Association (unless the appointment of a non-member of the Committee is deemed appropriate by the Board of Directors) and shall endeavor to be representative of the entire community. Only Members in good standing in accordance with Article 2 of the Governing Documents shall be permitted to serve on a committee. Members of the Committee shall be appointed by the Board of Directors and serve at the pleasure of the Board. The SWARC shall act in accordance with the standards set forth in the Silver Woods Community Association Leadership Code of Conduct.

A Board Liaison will be appointed by the President of the Board of Directors to the SWARC. The Board Liaison will be a direct contact on the Board if clarification or guidance is needed. The Board Liaison will be an ex officio member of the Committee and shall attend committee meetings as appropriate. The Board Liaison will be a non-voting member, except as specified in Article II below.

The SWARC shall elect a Chairperson by voting to nominate and elect a Chairperson.

- A. Election shall be by unanimous consent by active members of the committee and approved by the Board of Directors. The name of the person elected as Chairperson shall be presented to the Board of Directors for confirmation at the next open meeting.
- B. In the event unanimous consent by active members of the committee cannot be reached, the Board Liaison will appoint a Chairperson to be presented to the Board of Directors for confirmation at the next open meeting.

The Committee shall responsibly and respectfully serve the community by:

- A. Acting in the best interest of the Association and its members.
- B. Being mindful that the committee members have been appointed by the Board of Directors to serve the community.

- C. Meeting as often as necessary to complete its assigned responsibilities.
- D. Preparing informational articles for the community website, and other information outlets as instructed by the Board of Directors.
- E. Only exercising any rights or powers as extended by this Charter.

Committee members shall keep confidential all information regarding applications, financial and business matters of the Association, litigation, past and future contracts, negotiations, or other such sensitive matters unless specifically authorized by the Board of Directors.

Committee members shall be familiar with the Association documents.

The committee shall prepare minutes of all committee meetings. Those minutes will at a minimum, memorialize discussion on pending applications or recommendations to the Board of Directors and memorialize the vote of the committee on any applications. The minutes shall be approved by committee members present at the meeting and shall be provided to the Board Liaison upon approval.

Those minutes shall be presented to the Board of Directors as a report of committee activities at the next Board meeting. Confidential matters that deal with individual owners shall be so noted in the minutes to allow the Board of Directors to determine whether it should be discussed in Executive session as authorized under the Delaware Uniform Common Interest Ownership Act (DUCOIA).

ARTICLE II

VOTING PROCEDURES FOR COMMITTEE DECISIONS

1. The committee shall establish a quorum of two-thirds (2/3) of all committee members for all votes pertaining to committee decisions. Quorum votes may be established in-person or by e-mail with all committee members and the Board Liaison copied to be a valid vote.
2. A committee member must be in good standing (no delinquencies or outstanding violations) to be eligible to vote.
3. Should a personal interest or conflict exist on any committee related matter, the committee member shall disclose it to the other members and recuse himself/herself from the discussion and vote on that issue.
4. A committee member may choose to abstain from any vote.
5. A simple majority vote by the members present shall constitute the committee decision.
6. Only owners of record are allowed to vote, in conformance with governing documents. Furthermore, in the event one or more owners from the same residence participates on the Committee, only one member vote is permitted.

7. In the event of a tie, the Board liaison will cast the tie breaking vote.

ARTICLE III

DUTIES AND RESPONSIBILITIES OF THE CHAIRPERSON

1. The duties and responsibilities of the Chairperson shall be to:
 - a. Designate the time and place of the meeting and call the meeting to order and conduct the meeting. Chairperson shall set an agenda and send agenda to all Committee Members and Board Liaison prior to the meeting.
 - b. Be present at committee meetings and Board of Directors meetings, when needed to report on an issue or make a recommendation to the Board.
 - c. Forward all decisions, recommendations and through the Board Liaison and to the Property Manager.
 - d. Be responsible for recordation of minutes of all committee actions and to forwarding completed minutes to committee members and the Board Liaison for distribution.
2. In the absence of the Chairperson, the Board Liaison will act as the Chairperson and perform the duties described above.

The Board Secretary certifies that the above is a true and correct copy of the resolution that was duly adopted and entered into the minutes of the May 2, 2023 meeting of the Board of Directors of the Silver Woods Community Association.

Diane Seeger

Diane Seeger (May 8, 2023 18:44 EDT)

Diane Seeger, Secretary

May 8, 2023

Date Signed

M. Beatty

Margie Beatty (May 9, 2023 20:00 EDT)

Marjorie Beatty, President

May 9, 2023

Date Signed











SWCA Architectural Review Committee Charter

Final Audit Report

2023-05-10

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