

Boxwood Green Homeowners Association
Architectural Review and Community Standards Committee

Committee Operating Practices

To All Boxwood Green property owners, friends and neighbors:

The Architectural Review and Community Standards Committee (AR/CSC) is tasked with ensuring that the Boxwood Green community remains among the preeminent locations around Smith Mountain Lake in which living is enjoyable and a privilege for all its residents.

To that end, the Committee will continue to focus its efforts on fair and consistent applications of the Boxwood Green Covenants and By-Laws, which all residents have in their possession and with which they are obliged to conform.

While the Committee has some enforcement entitlements, its intent is not to become or assume the role of a police-like entity.

To the contrary, in order to guarantee fair and consistent applications of the community standards, the AR/CSC is establishing the following Operating Practices:

1. All Committee decisions and/or recommendations to the Board of Directors will be based on the collective opinions of the Committee members.
2. Applications for construction of new homes, modifications to existing residences to incorporate such things as changing the appearance of the house or structure, including overall exterior colors, installing fences or any of the other situations/practices mentioned in the Covenants and By-Laws, must reach the Committee in such time for them to be able to reasonably decide whether or not the request is in conformance, in advance of the changes being commenced. Any plans for construction activities must be included together with the application.
3. Further, the Committee is establishing procedures for the coordination of the application itself:

First, it is requested that as a courtesy, the applicant should contact his or her immediate neighbors (defined as those on either side of the applicant's property and directly across the intervening street, if any, as well as those directly behind the applicant's property in the case of off-water lots), to inform the neighbors of the applicant's intentions.

Second, when the application together with pertinent plans, if appropriate, is submitted to the Committee, any differences of opinion among the immediately adjacent neighbors and the applicant should be mentioned.

Note: The Committee asks for this in order to have as much information as possible on which to base their ultimate decision.

Third, the Committee will review the foregoing and make their decision or recommendation based on the Covenants and By-Laws. A test for reasonableness will be used on which to establish the Committee's finding.

- All members of the Committee will be made aware of all applications and all members will have the opportunity to review all application and plans, unless a prolonged absence on the member's part makes this requirement moot.
- Each approving member will initial the application.
- In addition to the Chairman's signature, or a designated alternate Chairman in the event of the primary not being available, at least one other member will sign the approved application.
- In the unlikely event of a split opinion among Committee members, the Committee's Advisor will render a tie-breaking judgment. (**Note:** The Board of Directors appoints the Advisor.)
- A written letter from the Committee will accompany the return of the approved application.
- If the Committee should determine that the proposed action referenced in the application is not in conformance with the Covenants and By-Laws, the Chairman normally, will contact the applicant in order to explain the rationale for the non-approval. In this event, contact will be attempted first by telephone, secondly by e-mail, or then by regular mail.
- The Committee will normally act on requests in a two-week time frame assuming all members are available to participate in the application review. In the event of possible unavailability of a member, three out of four member will constitute a quorum to approve or disapprove an application.
- If an issue of alleged non-conformance by a resident is reported to the Committee, the matter will be reviewed. If the Committee determines that there is, in fact, an issue of non-conformity, the resident will be so notified using the methods specified earlier herein (two "bullets" above).
 1. Depending on the issue, the resident will have a reasonable amount of time, which will be specifically identified with the notification, to remedy the situation. Some issues could take longer than others to resolve.
 2. At the end of the specified remediation period, if the resident is still non-compliant, he or she will be informed that unless corrective action is taken at once, coordination will be accomplished with the HOA Board of Directors to put in motion proscribed penalty provisions including fines, if appropriate.
 3. In the event the Committee reaches a non-approval decision, the applicant has every right to appeal the determination to the Board of Directors.

Lastly, in those unusual cases where the Committee determines that the issues associated with an application, or issues that are beyond the Committee's purview, rise to a level that commands the Home Owners

Association Board of Directors' involvement, the matter will be accordingly referred for disposition.

4. In the event a property is sold, there is a requirement for the AR/CS Committee to inspect the property to ensure that there are no obvious non-conformance issues. Upon notification that the subject property is sold or is about to be (currently from the HOA Treasurer) a member or members of the Committee shall visually check the outside of the house to see that things are in conformance. A report shall promptly be made to the Treasurer so that the Committee's findings will be included in the packet of information the buyers receive from the HOA. In the event there is or are non-conformance issues the seller shall also be promptly informed of the Committee's findings.

5. With respect to a neighbor or neighbors reporting an apparent violation, to include follow-ups on previous issues, this is the sequence that the Committee will follow:
 - A written report (prepared by the neighbor) of an infraction is received by the Committee.
 - The report is acknowledged in writing.
 - The nature of the report is reviewed by all available Committee members.
 - If the report is deemed valid, the offending party is so advised and given 14 days to remedy the problem
 - At the end of the 14 day period, at least two Committee members will inspect for compliance.
 - If the problem still exists, then the matter will be referred to the Board, along with copies of all correspondence, for their review and action.

6. Assuming there is relevant activity that has occurred in a given month, the AR/CS Committee shall furnish a report to the Board containing an overview on the matters with which the Committee has dealt.

The Architectural Review and Community Standards Committee members are here to serve the common good. We appreciate everyone's willingness to keep Boxwood Green the lovely place to live that it has always been. We will continue to work cooperatively to see it does just that.