

Timber Pond III Architectural Committee

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1. INTRODUCTION

This document defines the objectives, roles, and responsibilities of the Timber Pond III Architectural Committee. This document also identifies the specific process that the Committee and the Board of Directors must follow when overseeing community improvements and general property maintenance.

1.1 Objectives

The Architectural Committee helps the Board of Directors oversee improvements and general property maintenance throughout the community. Because Timber Pond III is a deed restricted community, the primary objective of the Architectural Committee is to help the Timber Pond III Board of Directors ensure that all homeowners in the community adhere to the deed restrictions, which preserve each homeowner's property value.

1.2 Roles and Responsibilities

The Timber Pond III Architectural Committee is governed by and works with the Timber Pond III Board of Directors. The Committee is made up of five to ten active volunteers plus the Board of Directors—all homeowners in Timber Pond III. The Committee has the following roles:

1. Chairman
2. Member
3. Welcoming Committee Member

Architectural Committee Chairman

The Chairman is elected or appointed from within the Committee. The Chairman's responsibilities are:

- Interpret and enforce the Timber Pond III deed restrictions and ensure that its standards are kept (per Article VI, Section 5)
- Adhere to and enforce the process identified in the **Deed Restriction Infringement Management Process** section in this document
- Receive homeowner complaints sent to the Timber Pond III PO Box or web site, or other complaints communicated from a visual drive by
- Receive homeowner requests/applications regarding any plans/specifications for exterior property maintenance changes (e.g., modifications to exterior paint, roofs, fences, landscape, etc.). Communicate the homeowner's request/application (sharing any specifications and/or samples) to the Architectural Committee members, obtain a decision from the Committee, and communicate the committee's decision to the homeowner within 30-days of the request
- Write a formal letter to the homeowner whose property violates a specific deed restriction. The letter must identify the specific deed restriction infringement, substantiate the violation, state the necessary corrective action, and set a correction deadline for the homeowner

- Delegate action to Architectural Committee members
- Respond in kind to homeowners that submitted any deed restriction infringement complaints (e.g., respond to an email message with an email message, etc.)
- Foster effective communication between all Architectural Committee members
- Schedule quarterly Architectural Committee meetings and document meeting minutes/feedback for the Board of Directors
- Contact Board of Directors when appropriate
- Serve as Architectural Committee member—responsibilities outlined below

Welcoming Committee Member

The Welcoming Committee Member is an active participant on the Architectural Committee. The Member's responsibilities are:

- Visit new homeowners and provide them with a copy of the deed restrictions and the latest newsletter.
- Provide the Timber Pond III Secretary with the new homeowners complete name and telephone number
- Serve as Architectural Committee member—responsibilities outlined below

Architectural Committee Member

The Member is an active participant on the Architectural Committee. The Member's responsibilities are:

- Adhere to and enforce the process identified in the **Deed Restriction Infringement Management Process** section in this document
- Validate homeowner complaints sent to the Timber Pond III PO Box or web site, or complaints communicated from a drive by
- Actively participate in all scheduled Architectural Committee meetings
- Perform monthly drive-bys throughout the community to ensure that no improvements or general property maintenance are needed
- Participate in the Timber Pond III Welcoming Committee as needed
- Participate in the Timber Pond III Social Committee as needed
- Organize and actively participate in the “Spring Fling” event planning
- Suggest proactive steps for the community's improvement (e.g., conservation area clean-up, corrections of sidewalk obstructions, etc.)

1.3 Deed Restriction Infringement Management Process

Any Timber Pond III resident can submit feedback regarding community improvements and general property maintenance. When a property maintenance request or feedback regarding a possible deed restriction infringement is submitted, the Architectural Committee and the Board of Directors are responsible for following this process:

1. The Architectural Committee receives a request regarding property maintenance or a complaint about a property maintenance issue via the Timber Pond III PO Box or web site, or from a drive by.
2. The Chairman delegates one or more members to review and validate the request/complaint.
3. The Member(s) share their feedback with the Chairman who is responsible for interpreting and enforcing the Timber Pond III deed restrictions standards (Article VI, Section 5).
4. If the Committee determines that the request/complaint reveals a deed restriction infringement, the Chairman writes a formal letter to the homeowner. The letter must identify the specific deed restriction infringement, substantiate the infringement, state the necessary corrective action per the deed restrictions, and set a correction deadline for the homeowner.
5. After the correction deadline, the Chairman drives by the homeowner's property to ensure the necessary corrective action is made.
 - a. If the corrective action is not made, the Chairman will contact the Board of Directors. A member of the Board of Directors contacts the homeowner to reassess the deed restriction infringement and offer a second deadline (as deemed appropriate) to make the needed corrections.
 - b. If the correction is not made before the second deadline, the Board of Directors meets to determine which of these actions is taken:
 - Legal action is required against the homeowner (e.g., home lien) , or
 - Timber Pond III Homeowner's Association pays for the homeowner's needed corrections and sends the invoice/receipt to the homeowner for payment/reimbursement