

Talcott Woods Owners Association, Inc. Committees

Architectural Committee

This committee is unique. Its role and authority are provided for in the Declaration of Protective Covenants, Conditions and Restrictions (“Declaration”) and in the Bylaws of the Association. The essence of that role and authority is delineated below. The terms of the Declaration and Bylaws control the authority of this important committee.

The Architectural Committee is referenced in the Declaration of the Association (ARTICLE VII, and ARTICLE IX). It is also identified as a standing committee in the Bylaws of the Association, (ARTICLE XII, Section 7.02). The Declaration is specific in its provisions governing the role, purpose, and authority of the committee. The Bylaws are the decisive source governing the appointment, composition, and operation of the committee by the Board of Directors.

Rules, regulations and fines promulgated by the Board of Directors and enforced by the Architecture Committee are subject to review by the Board of Directors as are all restrictions within the Declaration. All procedures established by the Architectural Committee that are part of this committee description or that are established by the Architectural Committee are subject to review by the Board of Directors.

Purpose and Role¹

- Through its decisions, “maintain the quality of workmanship and materials, harmony of external design with surrounding structures, location with respect to topography and finished grade elevation, the effect of other factors which will, in their opinion, affect the desirability or suitability of the construction.”
- Serves as the body to approve or disapprove proposed changes to the exterior of homes in Talcott Woods.
- Oversees the conformity by Owners to all restrictions enumerated in the Declaration in ARTICLE VII and Board approved rules and decisions (such as new color pallet for exterior painting or window replacement).
- Promulgates procedures to receive requests from Owners for exterior changes and to advise Owners of their decisions and any further negotiations.
- To levy Board approved fines on Owners, after appropriate notice, for violations of rules. In all matters dealing with fines, the Board of Directors shall serve as a body to hear appeals regarding the levying of fines.

Composition

¹ See ARTICLE VII Declaration

- The Architectural Committee is a standing committee and shall consist of a chairman (two co-chairs, a chair and vice chair, or a chairman)²
- The chair, or one of the co-chairs, should serve as a member of the Board of Directors.
- The leaders of the committee should have professional expertise in architecture, engineering, or professions/trades in home construction.
- There should be 3-5 members of the committee drawn from the Owners with preference given to members with some related experience (trade or profession, real estate, etc.).

Appointment

In accordance with the Bylaws of the Association the Board of Directors, at the first meeting after the Annual Meeting of Owners, appoints the Architectural Committee. Proposed members to serve on the committee will be presented to the Board by the leadership of the Architectural Committee.

Functions

- Receive and adjudicate complaints from Owners concerning alleged violations of the Restrictive Covenants or established rules regarding the external condition of homes in Talcott.
- Survey the community, inspecting the exterior of homes for issues that affect the appearance of homes or any violations of Restrictions or established rules governing the appearance of the exterior of homes.
- Promulgate procedures to receive and adjudicate Owner requests for changing the exterior of homes and submit such procedures to the Board of Directors for review and approval.
- Provide advice and guidance to Owners regarding changes that they are contemplating to the exterior of their homes.
- To archive all communications with Owners, procedures, committee deliberations and coordinate with the Website Committee for the electronic storage of all such records for future use.
- The committee should review all decisions with respect to structural changes to homes. Except on minor matters, decisions should not be made by the co-chairs without a meeting of the committee to discuss the proposal.

Budgetary Authority

² See By-Laws ARTICLE VII Section 7.02 Currently two co-chairs head the committee.

- All reasonable requests for funds needed for printing, scanning, or archiving will be made available to the committee on request.

Final