



## SHVOA ARCHITECTURAL COMMITTEE RULES AND REGULATIONS

### 1. COMMITTEE COMPOSITION

- i. The SHVOA Architectural Committee will normally consist of five members. No members of the Architectural Committee, or their spouses, can serve as an officer or director on any HOA Board.
- ii. Of the five Architectural Committee members, the SHVOA condominiums will be represented by two members and the remaining SHVOA residents will be represented by three members. If an Architectural Committee of five members cannot be formed for any reason, the committee could consist of three members, one member from the condominiums and two members from the remaining SHVOA residents, with one of the three members acting as Architectural Chair. Should such an ideal balance of representatives not be able to be reached, the committee of either five or three members will be formed by any residents of the SHVOA community.
- iii. One of the five members will serve as Architectural Chair for the committee. Four members will regularly vote on approval or disapproval of any properly submitted Application for Architectural Change form. If a tie vote should occur, the Architectural Chair will then vote in order to break the tie. Individual members' votes will remain anonymous in order to insure members are free to vote their conscience. Results of the committee's decisions will be provided to the person submitting the Application for Architectural Change form, as required by law. Architectural Committee decisions can be challenged, and a request can be made for the SHVOA Board of Directors to review the committee's decision. Architectural Committee members will not be allowed to vote on any property in which they have a personal interest or ownership. In such cases, that member must recuse from voting on that issue. An alternate committee member may be temporarily appointed to break any tie vote in that case.

### 2. ARCHITECTURAL CHANGES

- i. Any exterior change to a property within Snug Harbor Village must be approved by the Architectural Committee before any work can begin. This includes all construction and demolition, and does include color or paint changes.
- ii. Approval by the architectural committee is not required if the scope of work only involves an upgrade or refresh of existing conditions to a property. This exemption only applies if no actual changes are to be made.
- iii. Any request for an architectural change to a property requires submittal of an Application for Architectural Change form, which can be accessed on our SHVOA website [www.SnugHarborOnline.org](http://www.SnugHarborOnline.org) (not .com!).
- iv. Submittal of the Architectural Change form must be made a minimum of 30-days prior to work commencement.

### 3. TYPES OF PROPERTY

- i. Properties in this document will be referred to as either detached residences or attached residences.
  - i. Detached residences are individual single family dwellings.
  - ii. Attached single family residences are multiple residences that share interior and or exterior walls, and are separately owned. Attached residences include condominiums, duplexes, townhouses and any structure(s) that are not detached single family residences.
- ii. For Townhomes and duplexes, the applicant must first obtain a consensus agreement from all owners who share walls before applying to the Architectural Committee via an Application for Architectural Change form.
- iii. For Condominium owners, a single signature from the properly authorized representative of the condominiums is required. This approval confirms that a consensus agreement has been reached amongst condominium owners and the application may proceed to the Architectural Committee for review
- iv. Proof of such agreement by way of signature(s) on the application must be present on the Application for Architectural Change form before the Architectural Committee will review the request.
- v. As a courtesy, it is highly recommended that before any Application for Architectural Change forms are submitted to the Architectural Committee, owners should discuss and consult with their nearest neighbors concerning any of their upcoming architectural change requests.

### 4. REVIEW PROCESS

- i. The minimum time the Architectural Committee will require to approve or disapprove a properly submitted Application for Architectural Change form is thirty days after submission.
- ii. The maximum time limit for a decision is forty-five days.
- iii. The Application for Architectural Change form must be submitted to the Architectural Committee at least thirty days before you expect to begin your project, no matter how simple the request.
- iv. If a decision has not been made and delivered within forty-five days of proper submittal, the decision will automatically default to an approval for the project and work may begin.

5. These Architectural Rules and Regulations and the Application for Architectural Change form will be posted on our SHVOA website [www.snugharboronline.com](http://www.snugharboronline.com).

6. All rules, regulations, time limits, fines, etc., are determined by the Board of Directors. The Architectural Committee's role is to review and rule on Applications for Architectural Change.

7. Failure to obtain an approval from the Architectural Committee before proceeding with an architectural change of any kind may result in a fine. It also may result in having to reverse any changes or alterations already made to the subject property; restoring the property to its original condition at the owner's expense.