

CMF HOA Board Approval – Establishment of the standing committee – Architecture Review Committee

Date Approved: July 17, 2024

Date Effective: July 17, 2024

Background:

The Restrictive Covenants for the CMF Homeowners Association, Inc. includes Article VI – Architecture Review. (CMF-Resstictive-Covenants-and-Protections-1.pdf (chestnutmountainfarms.com) The HOA Board, to the best of our knowledge, has delegated the role of the HOA Vice President to be the focal point for Architecture Reviews in accordance of the scope and depth identified in the covenants.

The CMF HOA website, at least back to 2018 has included the relevant Bylaws and Covenants and CMF property owners have been encouraged to access those documents for guidance on the documentation required for any building and land renovation that fits under the scope of property improvements.

Past and present HOA Vice Presidents have relied on HOA Board members to participate in the review and approval process for any requests submitted. In the past fifteen or more years additional guidance has been established and requests have been submitted for review and analysis. The process has been successful in approvals and rejections. However, the current volume of activity requires that the process utilize a formal standing Committee to share the professional skills and knowledge. Consistent with "best Practice" experience for such accountabilities, the members on the Committee may best serve the interests of the community if they include an HOA Board member, other community members and, if appropriate, an outside professional with knowledge of the community covenants and the construction industry.

In section VI. 5. The establishment of the Architecture Review Committee is outlined. In the HOA Board meeting May 13, 2024, the Board approved proceeding with the establishment of the Architecture Review Committee as a Standing Committee of the Board. In addition to the minutes, the CMF HOA Website was used to solicit potential Committee members to self-nominate themselves for committee membership. While we did not receive an overwhelming number, the Board received sufficient nominations for a five (5) member committee as allowed in Section VI 5. Given that these are all volunteers the Board agreed that the Committee benefits from a mixture of

full-time residents, part-time residents, owners with the intention to build and relevant experience. This helps share the workload since the experience across HOAs in general is that the credibility of the process is partially dependent on how responsive the Committee is when responding to formal requests.

The proposal for the Board to consider and approve is to formally adopt the Architecture Review Committee as a Standing Committee with specified accountabilities and authority. The members will be given two (2) year terms. The membership will include the following appointed individuals:

Perry Swaim

Karlie

Patrick Kobella

Marvin Felts

Craig

Authorized Tasks effective July 18, 2024

1. All Architecture Reviews will be channeled to the Committee with Perry Swaim as the designated contact to share with Committee members.
2. Committee decisions on approvals or rejections of submitted proposals will be communicated to the full CMF HOA Board. The Board will only act if the owner requests an appeal in response to the Committee's decision. The appeal process and ultimate resolution will be outlined.
3. Given the two accountabilities above, the Architecture Review Committee will have the authority to approve "exceptions" with documented justification on the necessity if it is in the best interests of the community overall.
4. The Committee will review the applicable covenants section and the other website documents under the owner tab to reconcile any conflicts between the documents.
5. The committee will identify any essential changes to the Restrictive Covenants. The timeline for getting the changes in time for recommendation to HOA membership at the annual meeting is tight, but this is a target goal. This will be the best alternative for any important changes, but not the only opportunity for later in 2024 or especially 2025.