

TANTERRA HOMEOWNERS' ASSOCIATION, INC.
Architectural Committee Charter

The Architectural Committee was established by the By-laws of the Tanterra Homeowners Association, Inc. (HOA) to establish, monitor and enforce the Community's architectural control rules stated in the Re-stated Declaration of Covenants, Conditions, and Restrictions of the Tanterra Homeowners Association, dated December 18, 2001 (Declaration). Pursuant to its authority under the Maryland Code and the Association's Governing Documents, the Board hereby establishes the additional following procedures, rights, and responsibilities to be followed by the Architectural Committee.

A. RESPONSIBILITIES.

1. The Architectural Committee's responsibilities include, but are not limited to the following:
 - Enforce the architectural policies set forth in the Association's Governing Documents and/or as established by the Board.
 - Conduct annual inspections, as outlined below, for compliance violations and report findings to the Board.
 - Have a thorough understanding of what is and is not architecturally allowed in the Community.
 - Be consistent and diligent in maintaining the standards set forth in the Governing Documents and the Architectural Guidelines of the Association.
 - Use the Governing Documents and Architectural Guidelines as the standards for assessing Member compliance.
 - Impartially hold all Members to the same standards.
 - Create necessary forms to support the business of the committee.
 - Monitor performance of work pursuant to approved applications and plans.
 - Research for and coordinate with the Board to draft and revise Architectural Guidelines.
 - Refrain from discussing compliance violations with the General Membership.
2. In performing these responsibilities, the Architecture Committee will:
 - Be consistent and diligent in upholding the appearance of the community as set forth in the HOA's governing and guidance documents.
 - Understand and promote what is and is not architecturally allowed within the community using the governing documents associated standards, and criteria for requests.
 - Conduct inspections to ensure compliance and submittal of architectural change requests and acceptable completion of approved requests.
 - Make periodic inspections to identify architectural change violations that need to be corrected and to ensure that architectural changes are not being made without approval.

- Maintain a database or spreadsheet on the status of all architecture change requests and of all architecture requests.
- Recommend that the Board start the enforcement process if the Homeowner has not responded to the violations notice within 30 days.

3. Annual inspections:

- The committee is hereby authorized to conduct inspections and determine architectural violations on behalf of the Association.
- Committee may elect to appoint additional homeowners as volunteer inspectors to assist the inspection.
- Inspections will be announced 15 – 30 days prior to inspections in the community newsletter and social media outlets.
- Inspections shall include a review of every house to determine if it conforms to the Governing Documents and current Architectural Guidelines.
- Inspection will be conducted each year; however, periodic drives through the neighborhood may be made by the committee to ensure that work is not being performed without approval or there are obvious violations that need to be corrected.
- Inspections are to be made from the street either by walking or driving by the homes. The property will only be entered if invited by the homeowner.
- If volunteer inspectors are used, committee members will verify their finding(s) to ensure the validity.
- Prepare 2 written lists of the violations. One list will have the addresses of homes with violations and the other will not have addresses. A copy of the list without addresses will be provided to the board.
- Homeowners may receive one of two letters which will be signed by the Committee Chair and mailed.
 - Courtesy Notice – Based on inspection findings, homeowners may receive a Courtesy letter which simply makes the homeowner aware of one or more concerns that could become a violation if not addressed sometime in the future. Courtesy letters do not require a response.
 - Violations Notice - Give the homeowner 30 days to correct a violation.
 - (a) A Violation Response form will be sent with each violation notice. The form shall allow the homeowner to choose one of three options:
 - i. Notify the committee that violation will be corrected within the requested timeframe;
 - ii. Request additional time to correct the violation; or
 - iii. Appeal the violation to the BOD within 30 days of receipt of the violation notice.
 - (b) If the Committee has not received a completed Violations Response form from the homeowner within 30 days, a reminder notice will be mailed to the homeowner with an additional two

weeks from the date of the reminder notice to respond or correct. The Association will take no enforcement action against the homeowner based upon the violation(s) until at least fourteen (14) days have passed after sending the reminder notice.

(c) If a violation is not corrected after appropriate notices have been given and/or there is no response from the homeowner, a recommendation will be sent to the Board to start the enforcement process.

4. Ensuring compliance with State and local building codes shall **not** be the duty of the Architectural Committee, and they have no jurisdiction over code enforcement. Obtaining a building permit from the County does not automatically amount to approval by the Association, and approval by the Architectural Committee does not negate the need for a building permit should one be required.

B. AUTHORITY.

1. The Committee members will be appointed annually by the Board.
2. The Committee is authorized to mail violations letters, signed by the committee Chair, to homeowners for architectural rule violations.
3. When architectural violations have not been corrected and appropriate notifications and time limits have passed, the Committee will vote on accessing fines and request that the Board begin the fine process. The Board will approve the implementation to fine a homeowner and a fine notification letter, signed by the HOA President, will be sent to the homeowner.
4. The Committee is authorized to approve/disapprove reasonable extensions for inspection violations and approved Architectural Change Requests.

C. APPOINTMENT.

The Architectural Committee shall be comprised of at least three (3) members (in good standing as defined by the governing documents) all of whom are members of different households.

Committee members will be appointed by the Board for a one-year renewable term. Members in good standing may be reappointed annually.

Upon the resignation of a Committee member the board will advertise for a new member at least fifteen days prior to appointment.

Recruitment of candidates may be done through the website, posting in the newsletter, announcement at the Annual Meeting, or by any other means deemed appropriate by the

Board. Interested homeowners must submit a written request for appointment to the Committee.

The Board of Directors may remove any Committee member, including the Chair, at any time.

D. COMMITTEE CHAIR.

The Board shall appoint the Chair(s) of the Committee. The Chair, or his or her designee, shall be responsible for chairing meetings of the Committee. The Chair may designate a committee member to be responsible for keeping Committee meeting minutes. Committee Minutes shall include a record of the date, time and place of each meeting. Minutes shall also include a record of all votes of the Committee Members.

E. MEETINGS.

The Committee will hold at least one open meeting per month:

- a. To approve/disapprove Architectural Changes requests.
- b. To review status of architectural violations and discuss if fines should be recommended to the Board for non-compliance with the architectural rules and/or guidelines.
- c. To discuss new policies or guidelines that should be adopted by the Board. If new policies or guidelines are to be discussed, they shall be listed on the agenda provided on the Tanterra website and Facebook page at least 48 hours before the meeting.
- d. If there are no issues or architectural change requests that need to be approved, the meeting can be cancelled. A notice will be posted on Tanterra website and Facebook page 24 hours prior to meeting advising of same.

The Committee shall have at least one member present at monthly Board meetings to provide a report to the Board. If a member cannot be present then the Chair must provide a written report to the Board. The report should include but limited to the following:

- Number of Architectural Change requests and a brief description of what they were for.
- Number of violations that have been sent to homeowners and a brief description of the violation.
- Number of violations that have not been corrected which are overdue and brief description of the situation.

All Committee meetings shall be open to the membership.

5. COMMUNICATIONS.

In the interest of ensuring strong communications between the Board of Directors and the Committee, it is expected that the Committee Chair, or his or her designee, will attend each regularly scheduled business meeting of the Board. The Committee representative will present Committee recommendations, update the Board on the status of pending Committee tasks, request assistance from the Board, as needed, and answer any questions the Board may have regarding Committee business. The report may also include:

- A summary of architectural change requests, including a brief description of any significant or unusual request.
- A summary on the status of violations, including a brief description of any of particular concern.
- Violations for which the Committee may decide to recommend a fine, along with a brief description of the situation.

This Architectural Committee Charter is hereby adopted and made a part of the Minutes of the Board of Directors' Meeting held on Jan 18, 2023.

ATTEST:

TANTERRA HOMEOWNER'S ASSOCIATION, INC.

James Cagley
Secretary

Glen McEwen
President

Tanterra Homeowners Association/Architecture Committee Charter/January 14, 2023