

***WILLIAMSBURG in the WOODS  
HOMEOWNERS ASSOCIATION***

**POLICY FOR ARCHITECTURAL CONTROL COMMITTEE**

A. PURPOSE:

The Articles of Incorporation of Williamsburg In The Woods Homeowners Association, Inc. Article II: Purposes: Para. B. states: "To provide for the maintenance and upkeep of all common and easement areas which fall under the responsibility of homeowners association as stated in the restrictive covenants of all sections of WILLIAMSBURG IN THE WOODS, including sections recorded after the date of incorporation." And Para. D states, "To provide an organized structure for the management, affairs and policies of real estate within the subdivision of WILLIAMSBURG IN THE WOODS,"

To administer the DECLARATION OF RESTRICTIVE COVENANTS for the Homeowners Association as specified in Sections #1, #2, #3, #4, #5, #6, #7, #8, #10, #11, #17, #18, #19, #20, #22, #25, #26 and #27.

B. ADMINISTRATION:

The Committee can only approve requests that meet or exceed the RESTRICTIVE COVENANT minimum requirements.

The Committee will be appointed by the President of the Corporation from Board members elected at the annual meeting.

The Committee will have a minimum of four members of which one will be appointed Chairman by the President.

A request for Committee action will be answered with a letter of acceptance or a letter of rejection. No verbal approvals will be acceptable.

When considering fence designs for approval under Covenant #18, the architectural committee shall consider any design commonly known as a privacy fence, as "a fence that is intended to block the view," and restrict it in its placement accordingly. They shall not assume that fences previously built are acceptable under the covenant for the purpose of approval.

The attached FORM LETTER will be used by the Committee. Additions or deletions may be made which do not compromise the restrictive covenants.

The Committee Chairman will contact other members of the Committee for each architectural request and a simple majority is required for approvals and /or rejections. If a majority cannot be achieved within the committee, the application will come before the entire board at its next scheduled meeting where it can be discussed. If the committee is still unable to reach a majority decision, the matter shall be voted upon by the entire board. If necessary, the homeowner will be notified of any necessary delay which may require that the application be re-submitted. The

Committee and/ or the board may arrange for a meeting with the applicant homeowner, and others as it deems necessary.

The Committee Chairman and one other Committee member is required to sign all letters. In lieu of committee members availability, the President (or another board member as may be chosen by the President) may be utilized to finalize the review and/or sign the letter of approval to achieve the requirement of at least two signatures.

A Homeowner will be required to finish the approved project (if it has been started) within one year of the approval. If not, the homeowner shall be required to re-apply.

Any modifications to a previously approved project shall require a new application to be filed and acted upon by the Committee.

At least one member of the Committee shall verify that the project has been completed as approved, upon notification of said completion by the homeowner, or when the committee becomes aware that the project is complete, or at the end of the 1 year approval period, whichever is soonest.

The Committee shall notify the Board of any violations of the architecturally applicable Covenants. The Board then will determine the proper course of action which may include further discussion with the homeowner, letters of notification, or any other method the Board determines to be appropriate. If the Board and the Homeowner are unable to come to an agreement in regards to such compliance the Board will present the findings of the Committee and the Board to the Association at a scheduled meeting, or a special meeting scheduled by the Board solely for this purpose.

A copy will be sent to the homeowner by the Committee. The president and secretary will receive a copy. All pertinent data is to be maintained as a formal record.

The Committee will report all activity at the next regularly scheduled Board meeting.

Adopted by Williamsburg Board of Directors on 21 th day of November, 2005.  
President Harlene K. Clark Secretary Edward A. Radler