

Architectural Review Board (ARB) Policies and Procedures

- ARB Mission. The mission of the ARB is to maintain property values, enhance the character and appearance of the community and consider the rights and interests of all property owners and residents.
- ARB Scope. The ARB's comprehensive approach to architectural review includes landscape design, paint and other finishes, signs and mailboxes, as well as exterior building form. The ARB will work with residents, through a process of application, review and enforcement to ensure any additions or modifications to the properties within the community are fully in compliance with Woodcroft standards. The owner is responsible for compliance with any local codes required by any agency having jurisdiction over the improvement.
- ARB Membership.
 - Application. Any Woodcroft community property owner not currently serving on the WCA board can apply to serve on the ARB by sending an e-mail to woodcroftcommunityassociation-owner@yahoo.com. The applicant's email should detail his or her interest in serving on the ARB and include any relevant prior work or volunteer experience. The applicant may be asked to attend a WCA board meeting for an informal interview. The applicant will be notified of the board's decision via email.
 - Term. An initial term will be between 1 and 2 years, to end on October 31. At each October meeting, the WCA board will review the expiring terms of ARB members for possible renewal. The WCA board may authorize new terms of 2 years, to end on October 31.
 - Removal. The WCA board reserves the right to remove any ARB member at any time.
 - Waiver of WCA Dues. WCA dues will be waived for ARB members under the following conditions:
 - The member must have substantially fulfilled his or her obligations to the ARB as determined by the WCA board.
 - A newly appointed member's term must have started prior to October 1 to be eligible for waiver of WCA dues owed for the following calendar year.
- ARB Guidelines. All ARB members must review the ARB Guidelines and Procedures and be knowledgeable as to its

contents.

- ARB Meetings.
 - Quorum. A minimum of 60% of the members must be present to constitute a quorum. Woodcroft board members may be used to achieve a quorum.
 - ARB Positions. At each November ARB meeting, the ARB shall elect, for a one year term, an ARB chair and backup chair as well as an ARB secretary and backup secretary. Nominations for each position are made by ARB members and self-nomination is allowed. No second is needed for nominations. The vote is by ballot with each member writing the name of the person they are voting for on a slip of paper. Members may vote for themselves. Each member will hand his/her ballot to the Woodcroft board member present to open and read aloud. A simple majority vote wins. The process is repeated for each position until all 4 positions are filled. No member shall serve as chair for more than 2 terms. Should the ARB be unable to carry out all or part of the annual election, any vacant position will be filled by the WCA board.
 - Meeting Procedures. Meetings begin at 7 pm. If any guests are present, the chair will begin the meeting with introductions. The chair will be responsible for running the ARB meeting and maintaining proper meeting order. In the event the chair is not present, the backup chair will act as chair. The secretary is responsible for bringing to the meeting the ARB Guidelines and Procedures and the ARB Inventory Spreadsheet.
 - Attendance. ARB members are expected to attend each ARB meeting. In extenuating circumstances, ARB members may participate in meetings via telephone or may email comments and votes prior to the meeting.
 - Minutes. The secretary is responsible for taking and distributing the minutes via e-mail within 48 hours of the meeting. The secretary may delegate this responsibility to the Woodcroft board member present. Each ARB member is expected to respond to the proposed minutes within 48 hours of receipt.
- WCA Board Member. Each ARB meeting shall be attended by a WCA board member. The WCA board member will only vote when needed to break a tie.

- ARB Review Process.
 - Applications. Applications should be emailed to woodcroftarb@gmail.com. The Woodcroft ARB will review the application in a timely manner for compliance with Part 3 of the ARB Guidelines. If the application is not in compliance with Part 3 of the ARB Guidelines or if additional information is required, the ARB will email the applicant and request the needed information. Generally, only fully completed applications that are submitted to woodcroftarb@gmail.com by 9:00 am, 12 calendar days prior to the ARB meeting will be considered by the ARB. Late applications will only be considered in emergency situations and upon unanimous agreement. If a late application is approved for review, and contains incomplete or ambiguous information, the ARB may contact the applicant via telephone during the meeting in order to obtain the needed information.
 - ARB Decisions. The decision whether to approve, deny or defer the application will be noted on the ARB application form and scanned and emailed to the applicant within 5 to 7 business days of the meeting. ARB members and the Woodcroft board members are not authorized to communicate details of ARB decisions verbally to applicants.
- Appeals. No appeal may be made to the WCA board until the ARB has made its final decision. Any appeal from a final ARB decision will be placed on the agenda for the next WCA board meeting. ARB board members are encouraged to attend the meeting. The WCA board may uphold the decision of the ARB or schedule a joint meeting of the WCA board and the ARB for further discussion. Any joint meeting will take place within 2 weeks of the WCA board's meeting. The written decision from the joint meeting will be sent to the applicant within 7 business days of the meeting.
- Inventory: An excel spreadsheet of all ARB applications will be maintained by the ARB secretary. The spreadsheet will be available during ARB meetings. The spreadsheet will contain each applicant's first and last name, address, neighborhood, phone number, a description of the project, the date of the ARB's decision and details of the decision.

