

Original Northwood Association
Covenant Committee Chair

Version 2020.01.20

COVENANT COMMITTEE: The Covenant Chair will be responsible for heading the Covenant Committee. The outgoing Covenant Chair will inform the incoming chair of the committee members, with appropriate contact information. The identities of committee members will be shielded from members of the board and the community. Committee members must be dues paying members in good standing with the Original Northwood Association. All votes of the committee will be carried by simple majority.

ARCHITECTURAL GUIDELINES: Responsible for the maintenance of the existing Architectural Guidelines of the Original Northwood Association. Working with the President and their committee, the Covenant Committee Chair will, from time to time, review and suggest modifications to the current Architectural Guidelines. These suggested modifications may be made to clarify existing language in the guidelines, to address new technology or alterations (e.g., satellite dishes and solar panels), or to accommodate new materials (e.g., synthetic slate roofing material).

The process for making changes to the Architectural Guidelines, as approved by the Board of Governors, is as follows:

- Present proposed language to the Board of Governors for review and approval.
- Upon approval from the Board of Governors, present the proposed language to the community in order to solicit public comment at a Quarterly Meeting.
- After making any necessary modifications to the suggested language, present proposed language to the Board of Governors for review and approval.
- Once approved, working with the Communications Chair to post this on the web-site and announce the new version using appropriate means (e.g., newsletter and/or social media).

APPLICATION FOR EXTERIOR ALTERATIONS: Working with the Covenant Committee, the Covenant Chair will process, review, and make recommendations for approval to the Board of Governors. The review process will be held with the existing members of the Covenant Committee. The Covenant Committee Chair will correspond with neighbors to ensure that all guidelines are met. The Covenant Committee Chair will present the final application for exterior alterations, with committee recommendation, to the Board of Governors for final review and approval.

COVENANT VIOLATIONS: The Covenant Committee Chair will be responsible for recording all violations of the Architectural Guidelines and other covenants. These violations will be reported to the Board of Governors during regularly held meetings.

These violations will either be reported by other board members or neighbors or directly observed through regular 'walk throughs' of the neighborhood by the Covenant Committee Chair. Work with the President and Secretary to ensure that any housing and code violation letters are sent to property owners or occupants as necessary. Through the Covenant Committee Chair, the Board of Governors reserves all rights to take legal action to remedy violations.

AN ACTIVE VOLUNTEER: Be ready to do a lot of jack of all trades stuff as you do not have extensive formal duties. You should be very willing to undertake many tasks.