

Community Standards Committee Policy

Committee Operating Practices

To all Boxwood Green property owners, friends and neighbors:

The Community Standards Committee (AR/CSC) is tasked with ensuring that the Boxwood Green community remains among the preeminent locations around Smith Mountain Lake in which living is enjoyable and a privilege for all its residents.

To that end, the Committee will continue to focus its efforts on fair and consistent applications of the Boxwood Green Covenants and By-Laws, which all residents have in their possession and with which they are obliged to conform.

While the Committee is charged with enforcement entitlements, its intent is not to become or assume the role of a police-like entity.

To the contrary, in order to guarantee fair and consistent applications of the community standards, the CSC is establishing the following Operating Practices:

1. All Committee decisions and/or recommendations to the Board of Directors will be based on the collective opinions of the Committee members.
2. Cases and information referred to the Community Standards Committee shall be kept confidential until resolved.
3. Third, the Committee will review the foregoing and make their decision or recommendation based on the Covenants and By-Laws. A test for reasonableness will be used on which to establish the Committee's finding:
 - a. All members of the Committee will be made aware of the violation and all members will have the opportunity to review all materials.
 - b. If the Committee should determine that the violation is not in conformance with the Covenants and By-Laws, the Chairman will contact the homeowner in order to explain the rationale. In this event, contact will be attempted first by telephone, secondly by email, and then by regular mail.
 - c. The Committee will normally act on requests in a two-week time frame assuming all members are available. Two out of three members will constitute a quorum.
 - d. If an issue of alleged non-conformance by a resident is reported to the Committee, the matter will be reviewed. If the Committee determines that there is, in fact, an issue of non-conformity, the resident will be so notified using the methods specified earlier herein (3b).
 - i. Depending on the issue, the resident will have a reasonable amount of time, which will be specifically identified with the notification, to remedy the situation. Some issues could take longer than others to resolve.

- ii. At the end of the specified remediation period, if the resident is still non-compliant, he or she will be informed that unless corrective action is taken at once, coordination will be accomplished with the HOA Board of Directors to put in motion proscribed penalty provisions including fines, if appropriate.
 - iii. In the event the Committee reaches a non-approval decision, the applicant has every right to appeal the determination to the Board of Directors.
 - e. Lastly, in those unusual cases where the committee determines that the issues associated with an application, or issues that are beyond the Committee's purview, rise to a level that commands the Home Owners Association Board of Directors' involvement, the matter will be accordingly referred for disposition.
4. In the event a property is sold, there is a requirement for the ARC Committee to inspect the property to ensure that there are no obvious non-conformance issues. Upon notification that the subject property is sold or is about to be (currently from the HOA Treasurer) a member or members of the Committee shall visually check the outside of the house to see that things are in conformance. A report shall promptly be made to the Treasurer so that the Committee's findings will be included in the packet of information the buyers receive from the HOA. In the event there is or are non-conformance issues the seller shall also be promptly informed of the Committee's findings.
5. With respect to a neighbor or neighbors reporting an apparent violation, to include follow-ups on previous issues, this is the sequence that the Committee will follow:
 - a. A written report (prepared by the neighbor) of an infraction is received by the Committee.
 - b. The report is acknowledged in writing.
 - c. The nature of the report is reviewed by all Committee members.
 - d. If the report is deemed valid, the offending party is so advised and given 14 days to remedy the problem.
 - e. At the end of the 14-day period, at least two Committee members will inspect for compliance.
 - f. If the problem still exists, then the matter will be referred to the Board, along with copies of all correspondence, for their review and action.
6. Assuming there is relevant activity that has occurred in a given month, the CSC (Community Standards Committee) shall furnish a report to the Board containing an overview on the matters with which the Committee has dealt.

Revised by the board March 27, 2023

Approved by the board May 11, 2023