

**Country Villas Homeowners' Association  
Architectural Committee Standards  
As of July 2014**

Under the By-Laws and other governing documents, the Board of Directors of the Country Villa Homeowners' Association ("CVHA") has established an Architectural Committee consisting of three members.

The Architectural Committee is tasked with the maintenance, preservation, and beautification of the properties.

All homeowners are required to abide by any rules and regulations adopted by the Board.

Any building, fence, all or other structure must have the prior written approval of the Architectural Committee. Likewise, any exterior addition to or change or alteration to the structure must have the prior written approval of the Committee. The plans and specifications showing the nature, kind, shape, height, materials and location must be submitted to the Committee. The Committee must approve or disapprove of such design and location within 30 days after submission (please refer to the governing documents for further details.) No permanent attachments of any kind (including antennas) shall be made to the roof or the walls of any home without the prior approval of the Committee.

Each homeowner is liable for any damage to the common properties caused by negligence or willful misconduct.

As part of its ongoing responsibilities, the Committee will monitor the conditions of each homeowner's exterior. In order for the Committee to take action against a homeowner, at least two of the three members plus the President, must determine that a particular condition is unacceptable. The Committee has the ability to impose a daily fee for non-compliance at it determines in its sole discretion.

Nonacceptable conditions, include but are not limited to:

1. Rotting siding, walls or fences;
2. Filling holes in fences and walls with material that is different and distinct than the original;
3. Leaning fences or gates;
4. Window air conditioning units visible to the street or neighbors;
5. Maintaining furniture, toys, etc. in the common areas such as the pool; and
6. Leaving garbage and recycle bins outside the garage, except during the time between sunset on Tuesdays to sunset on Wednesdays. If a homeowner will be out of town, arrangements should be made for trash.

In the event that the Committee determines that a home is not being maintained in an

acceptable manner, it may:

1. Notify the homeowner via letter (see example attached) that such condition is not acceptable and provide 60 days for the homeowner to rectify the issue.
2. If acceptable action is not taken within the 60 days, the Committee will either agree to extend such deadline, send another letter or ask its attorney to send a formal demand letter.
3. If acceptable action is still not taken by the homeowner, the Committee will determine the best course of action through legal means available.

Additional actions may be taken by the Committee as it determines is in the best interest of the community.

The Committee will maintain records of its actions and will report the status of all conditions to the full Board of Directors at its regularly scheduled meetings.

**Country Villas Homeowners' Association ("CVHA")  
{Address}**

{Date}

Via Certified Mail

Homeowner  
{Address}

Re: Country Villas Homeowners' Association  
Notice of Violation of CVHA Rules

Dear Sir/Madam:

This is a notice that the CVHA Architectural Committee has determined that the below-described condition on your property is unacceptable and must be remedied within 60 days from the date of this letter.

- \_\_\_\_\_ Fence: \_\_\_\_\_
- \_\_\_\_\_ Gate: \_\_\_\_\_
- \_\_\_\_\_ Yard: \_\_\_\_\_
- \_\_\_\_\_ Walls: \_\_\_\_\_
- \_\_\_\_\_ Trash Removal: \_\_\_\_\_
- \_\_\_\_\_ Siding: \_\_\_\_\_
- \_\_\_\_\_ Garage Door: \_\_\_\_\_
- \_\_\_\_\_ Other: \_\_\_\_\_

The Board of Directors, through the Architectural Committee has the duty and responsibility to all of the homeowners to maintain our community in order to preserve property values. We ask for your cooperation in this effort.

Please contact \_\_\_\_\_@\_\_\_\_\_ if you require any further information.

Sincerely,

---

[Return to home page](#)