

Code of Standards
Salem Woods Civic Association
Revised Dec. 2012

This publication of our community standards provides the requirements and Code of Standards for any exterior projects you may undertake. It should be read in conjunction with its supporting document Salem Woods Exterior Appearance Standards. This SWCA Declaration of Covenants, Conditions and Restrictions, provide that any change of the exterior portion of any house, including the erection of structures on the premises and the painting or staining of exterior surfaces, must be approved by the Board of Directors. This requirement includes all exterior structures such as: decks, fences, walls, sheds, doghouses, pools, playhouses, play sets, gym sets, swing sets, arbors, flagpoles, ponds, waterfall, fountains, etc. These covenants and standards have been established to maintain the fine appearance for which Salem Woods has come to be known, and include all of the homes within the Salem Woods Subdivision. To this end, A Deed Restriction Committee (DRC) has been established to monitor and enforce these Code of Standards and other Exterior Appearance Standards, for the common good of all residents, members and non-members of the Salem Woods Civic Association alike, in order to protect your property investment by applying common sense and good judgment on a long-term and consistent basis and to preserve the atmosphere of Salem Woods' colonial Williamsburg styling and colors.

APPROVAL PROCEDURES

The following procedures facilitate action on your requests for approval of exterior projects, including the painting of exterior surfaces, and help your DRC complete its work more efficiently.

WHEN YOU DECIDE TO MAKE IMPROVEMENTS:

1. Plan your project well in advance of when you hope to accomplish it (2 to 3 months is suggested). Think out the entire project in detail before drafting a request.
2. Secure a SWCA Request for Approval form from the SWCA Office (4549 Revere Dr.). Complete the form in duplicate and return both copies to the office at least forty-five days before work is to begin (sixty days in special cases as discussed below). Please include detailed drawings, sketches, samples, photos, paint charts, or pictures whenever possible. Use attachments and additional pages to explain or amplify any information you feel is required to clarify your project to the Board of Directors. The more time spent here, the faster the request can be processed and any potential questions or concerns that the Board may have can be resolved.
3. The DRC will review all Requests for Approval and may as time and requests dictate, conduct visits with the homeowner to satisfy any questions raised by the Request, explain portions of the Code of Standards or Exterior Appearance Standards, and provide assistance to the homeowner in presenting the Request for Approval to the SWCA Board of Directors. It is envisioned that this liaison will take place in sufficient time in order to provide the best decision making input to the next regularly scheduled meeting of the SWCA Board of

Directors. It is the charter of the DRC under the Board of Directors to review requests by the homeowner's not only for practicality and appearance for today, but in light of the potential impact to the neighborhood aesthetics and property values for generations to come.

4. The DRC will also consider all new projects not covered in the Standards. Upon receipt of a homeowner's request, the DRC will, with the homeowner's assistance, establish a position concerning the project and will make recommendations to the SWCA Board to approve or disapprove deviations to the Code of Standards. As this can be a lengthy process it is requested that the homeowner bring prospective projects to the DRC's attention at least two months before the prospective start date of the project.
5. For all Requests of Approval, you will be asked to obtain the signatures, of a responsible adult, from all adjacent property owners on your Request for Approval Form. Their signature does NOT indicate their approval of, or agreement with, your Request or intention to submit your Request to the Board of Directors for consideration, but merely indicates that they have been made aware of your plans to submit the item to the Board of Directors for consideration. Additionally, this allows them reasonable opportunity to present any matter or item to the DRC or Board of Directors that might either support or oppose the Request.

WHAT HAPPENS NEXT?

Your Request will be reviewed for its individual merit at the next meeting of the Board of Directors. These monthly meetings take place in the SWCA clubhouse, at the times and dates announced on the readerboard. If there are no problems, which is normally the case for complete and properly submitted Requests, you will receive a phone call stating the Board's approval at the earliest possible date after the Board meeting.

It should be noted however, that approval of a proposed project by the SWCA Board of Directors in no way absolves a homeowner from insuring that his project is in complete compliance with all city, county and state zoning regulations and real estate laws, and that all required permits from the civil government have been obtained.

WHAT IF YOU GO AHEAD WITHOUT APPROVAL?

Failure to secure Board of Directors written approval could result in legal corrective action. It may also result in the loss of pool privileges and also affect your membership in the Civic Association. Since the Code of Standards and Exterior Appearance Standards are legally binding on all residences and residents of the Salem Woods Subdivision, any subsequent dismantling and/ or removal of structures or repainting or staining of exterior surfaces as a result of the subsequent violation of this Code of Standards and Exterior Appearance Standards is the complete and full responsibility of the current occupant of the residence and that party assumes all potential liability resulting from their actions.

DRC WALK AROUND

Periodically, DRC members will do random checks or visits throughout our neighborhood. They will also investigate any homeowner complaints regarding alleged violations of the Standards. Their function is to determine if prescribed community standards are being met, and note any discrepancies for review and action by appropriate authorities.

ENFORCEMENT

Residents in violation of the Code of Standards and Exterior Appearance Standards are subject to an orderly process which will result first in a Letter of Warning that requests that the violation be corrected within a reasonable time (a maximum of 30 days) at the owner's expense. If the violation is not corrected a second Letter of Warning will be sent via Certified mail. After 60 days, Recreational use of Salem Woods facilities will be suspended and the case turned over for civil action. As previously indicated, this includes ALL homeowners as well as SWCA members.