



## **ARCHITECTURAL CONTROL COMMITTEE CHARTER**

The original designing architects establish the architectural character of each community. Within guidelines established in the CC&R's, the architectural control committee will be responsible for preserving the architectural integrity of that design. The Committee will establish architectural control standards for approval of the HOA Board and will inform all homeowners about those standards. The standards should not excessively limit imaginative or creative desires of residents, assuring them that protective restrictions are in effect. This approach will help maintain the appearance and value of homeowners' property. All members of the Committee shall be property owners within the development unless the Board chooses to appoint an outside professional.

1. The Committee shall consist of at least three members; a quorum of which will be two members.
2. The Committee shall meet as needed to ensure prompt handling of all issues and responsibilities, but at a minimum, quarterly. A written quarterly report of all regular meetings and on-going issues will be provided to the Board at the regularly scheduled meetings.
3. The Committee shall perform an annual inspection of the Association properties including individual lots visible from the street or common areas and report to the Board any unapproved alterations, approved alterations not being maintained or other issues within the purview of the Architectural Committee's responsibilities as defined in this Charter or the Association's documents.
4. The Committee shall inform homeowners that all alterations to their property, including painting, must be approved in advance by the committee, except where such changes have clearly standardized approval [see current Architectural Standards].
5. The Committee shall develop [or review] and distribute or cause to be distributed architectural guidelines and standards to all homeowners after review by Management and approval by Board of Directors. The Committee shall review these guidelines and standards annually. Updates, additions and deletions shall be provided to the Board of Directors for consideration and a decision.
6. The Committee shall receive and approve or disapprove submitted plans for exterior alterations within 45 days. A request from the Committee for additional information or materials may be given to the applicant within forty-five [45] days after the date of receipt by the Architectural Committee of all submissions for the application and the period for repent of a decision shall be accordingly extended.
7. The Committee may request that the Board authorize the assistance of a qualified professional to review complex plans and provide the necessary expertise in dealing with significant design and construction issues. The Board will give strong consideration to expert recommendation and approve it unless valid reasons can be given and documented as to why professional assistance may not be necessary.
8. The Committee shall make periodic as well as final inspections of work in progress to insure its timely completion and conformity with approved plans.
9. The Committee shall receive comments or complaints from homeowners involving matters within its jurisdiction and shall handle them according to the association guiding documents.
10. The Committee, within the scope of its responsibility as defined by the CC&R's and the Architectural Control Guidelines and Standards, shall recommend projects to beautify and enhance the aesthetics of the community consistent with the overall environment of the association.
11. The Committee shall provide input to the annual budget process as necessary for the function of the Committee as requested by the Board.
12. The Committee shall provide regular updates for the Newsletter as requested by the Board.