

Architectural Review Committee Charter

(Updated May 20th, 2025)

PURPOSE

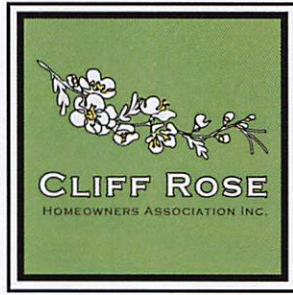
To ensure no structure or thing shall be placed, erected, or installed upon any Unit and no improvements or other work (including staking, clearing, excavation, grading, and other site work, exterior alterations of existing improvements, or planting or removal of landscaping) shall take place within the Properties, except pursuant to approval in compliance with this Article and the **Rules and Regulations and CC&R's**, as applicable.

The Architectural Review Committee (ARC) is formed to assist the Board in the application of the **Rules and Regulations** in order to maintain the aesthetic qualities and values of the community for the protection of the collective ownership.

RESPONSIBILITIES

The scope of responsibilities for the ARC is outlined in the appropriate **Rules and Regulations**, which may be modified or amended from time to time as the Board deems necessary or advisable.

1. To review all new home construction and landscape plans for new construction, prior to any construction commencing, as well as review all plans for construction completion within the one-year construction limit.
2. To provide information and coordination for homeowners who wish to alter or improve the exterior of their property within the 6 month limit for modifications.
3. To receive written requests, along with the appropriate fees, accompanied by plans and specifications from homeowners describing desired alterations or improvements and to evaluate these requests as prescribed herein.
4. To maintain records of all requested alterations, improvements, and additions whether approved or denied by the ARC.



5. To maintain, for a reasonable period of time, records of all violations and results of enforcement efforts.
6. To monitor the construction of all approved projects to ensure consistency and application of fines when necessary.
7. To refer to the Board of Directors for legal action, those homeowners who fail or refuse to comply with the Rules and Regulations and resolutions, restrictions, and covenants.
8. To advise the BOD during the review and approval process for new Parcel development concepts and model home selections.
9. To perform such other functions as directed by the Board of Directors.

TERM

Committee members may continue to serve without term limits unless they resign or are removed from the committee.

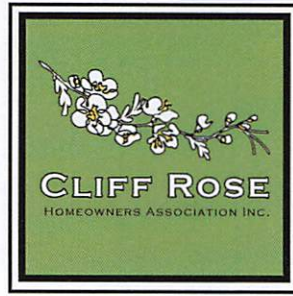
COMMITTEE ORGANIZATION

The ARC shall consist of at least three (3) members appointed by the Board of Directors. At least one (1) Board member must actively serve on the ARC and function as the Chairperson. The ARC and its members shall serve at the pleasure of and report directly to the Board of Directors.

All ARC-related communications, including project submissions, questions, and correspondence, must be sent to all ARC members to ensure transparency and inclusive review. Each application or submittal shall be reviewed and voted on by all ARC members.

Submittals may be reviewed in two ways:

- **Electronically via email**, with each ARC member included in the communication with the submittal attached for review and each member submitting their vote and comments in writing.



- **In person**, through a scheduled meeting where the committee discusses the submittal and votes. Decisions may be made by consensus or by a majority vote of the committee.

The ARC may designate a Vice-Chair and Recorder. The Chairperson will represent the ARC before the Board and facilitate communications.

The Board of Directors may delegate architectural review authority, in whole or in part, to a qualified third-party consultant or management company at its discretion. This delegation may include the authority to review, approve, or deny submittals on behalf of the ARC as determined by the Board. Only the Board of Directors may enter into or terminate such agreements.

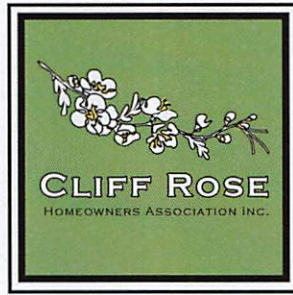
The authority of the ARC is contained solely within the **Rules and Regulations**. The ARC may include paid consultants for the purposes of professional direction and administration. Only the Board of Directors shall be authorized to engage any vendor to a service agreement with the Association including Architectural Review Services. Paid consultants are not counted in the meeting quorum or decision requirements herein.

Decisions will be made by consensus whenever possible. If consensus cannot be reached, the majority of ARC members shall constitute an approval.

Decisions of the ARC shall be final except that any Member (resident or requestor) who is aggrieved by any action (or by any policy, standards or guidelines established) of the ARC, may submit an appeal directly to the Board.

The ARC has the authority to issue written directives and levy fines until such time as any violation(s) has/have been corrected or abated. If at any point after the initial Notice to remove or abate a violation; the ARC deems that the removal or abatement is urgent, it may, upon written resolution, request the Board of Directors to intercede.

The oversight of the architectural design control is broken down into two separate aspects:



1. **Modifications to Existing:** Alterations or modifications to existing homes previously constructed and occupied, including but not limited to: adding a room, landscaping, repainting, etc.
2. **New Home Construction:** New home construction on an undeveloped parcel, either custom lot or semi-custom development.

For any onsite meeting regarding an owner's project, a minimum of two ARC members must be present. The owner must be notified in advance and must acknowledge and accept the scheduled meeting before it occurs.

At no time shall an ARC committee member act on their own volition or unilaterally. All actions, responses, or decisions must reflect the consensus or majority of the committee as a whole.

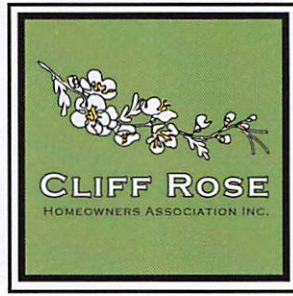
FEES, DOCUMENTATION, AND REPORTING

The ARC shall annually review all fees associated with applications for approval. The ARC shall strive to structure fees to be revenue neutral for the Association finances. The status of all work in progress and all open violations, all fees collected, and deposits returned will be reviewed.

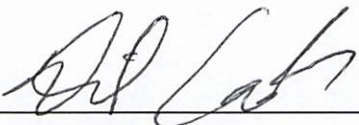
1. **Reporting:** The ARC shall work at the direction of and report to the Board of Directors. A member of the ARC shall attend all Board meetings. Meeting minutes will report status of all submissions received, reviewed, approved, and denied.

COMMITTEE COMMITMENT

Membership on the Committee comes with a responsibility to the Association. Volunteers are asked to commit for a term of two (2) years and may serve without term limits. As with all committees, the Board can determine the terms of current members. In addition, vacant committee positions can be filled at any time by the board. Members make this



commitment with the utmost sincerity without regard to personal agenda. Committee members may not be absent from more than $\frac{1}{2}$ of the scheduled meetings. Those members who are absent from more than $\frac{1}{2}$ of the scheduled meetings shall be considered as resigned.

By: 
Association President

Print Name: DAVID CLARK

Date: 7-24-25