

## Architectural Review Committee

### **Committee Purpose:**

The purpose of the Architectural Review Committee is to assist the Brenford Station II Board of Directors in maintaining the aesthetic integrity of the community. To regulate the external design and appearance of each homeowner's property in order to sustain a harmonious appearance throughout the entire community. To recognize patterns necessitating change to the Design Guidelines and report to the Board of Directors.

### **Committee Responsibilities:**

- Committee members must be in good standing and not in violation of current bylaws/CCRs.
- Committee members must be in good standing with regard to paying HOA fees/assessments.
- Attend committee meetings regularly and be on time.
- To provide information and coordination with the property management company for homeowners who wish to alter or improve the exterior of their property.
- To receive written requests, accompanied by plans and specifications, from homeowners and/or property management company describing desired alterations or improvements and to evaluate these requests as prescribed in the governing documents.
- To approval or disapprove such written requests within 30 days.
- To maintain records of all requested alterations, improvements, and additions whether approved or denied by the Committee.
- To maintain, for a reasonable period of time, records of all violations and results of enforcement efforts.
- Review best practices that impact the property value of the homeowners.
- To be able and available to carry out the purpose of the committee as stated above.

### **Committee Organization:**

#### **Membership and Leadership**

- Committee shall be comprised of at least three (3) but no more than five (5) members of the Brenford Station II Maintenance Corporation (homeowners) appointed by the HOA Board and may consist of one (1) or more of the members of the Executive Board.
- The HOA board president shall act as member "ex-officio" and serve as a liaison to the committee.
- The committee chair shall be appointed by the HOA board.
- A majority of committee members shall constitute a quorum, and the carrying vote of a majority of the whole committee shall be necessary in every case.

### **Specific Duties: Chairperson Responsibilities**

- Committee chair must be a member of the Brenford Station II Maintenance Corporation (homeowner).
- Committee chair must be in good standing and not in violation of current bylaws/ CCRs.
- Committee chair must be in good standing with regard to paying HOA fees/ assessments.
- To guide the committee in setting goals and objectives, and setting a yearly calendar of meeting times and activities so that the committee will reach its goals and objectives. Ensure that the committee meet at least three (3) times annually, but at least monthly when called to committee for specific tasks or assignments.
- To ensure that committee meetings start and end at the specified time.
- To prepare meeting agendas, run meetings, and help the committee follow through on action items.
- To ensure that meeting minutes are prepared for the board's review and represent the committee in discussions with the board.
- To represent the committee in presenting and submitting written proposals at the HOA board meetings.
- To be open to the idea of attending workshops and seminars that benefit the committee.