

## Architectural Review Committee By-Laws & Procedures

- (1) The Architectural Review Committee is appointed by the Board for a term of one year beginning in January.
  - a. Volunteers for membership will be solicited prior to the annual meeting.
  - b. The committee will consist of no fewer than three members.
- (2) The Architectural Review Committee will inform the Board and the Management Agent of the name of the person who will chair the committee for the year.
- (3) Duties:
  - a. This committee exists to hear owner requests for structural alterations or additions to the exterior of the unit. As indicated in the declaration and by-laws, all such changes must be approved.
  - b. This committee will also hear owner requests for installation of satellite dishes and other electronics additions, such as radio antennae. All such installations must be approved.
  - c. Other duties, such as developing guidelines and forms for architectural related issues, will be assumed at the direction of the President of the Association.
- (4) Process:
  - a. Owners will submit all requests for changes on the "Architectural Modification Request Form" to the Management Agent.
  - b. The Management Agent will forward these requests to the chair of the Architectural Review Committee and an informational copy to the President of the Association.
  - c. The Chair of the Architectural Review Committee will convene the Committee. All decisions must be reached by a simple majority of the committee membership. A tie will be considered a no vote.
  - d. Committee meetings and votes can be done by email where the Chair deems it appropriate.
  - e. Decisions on owner requests will be sent in writing to the owner and the President of the Association within 30 calendar days of the date received (noted on the form). **NOTE: If the Modification Request Form was initiated by a resident, other than the owner, the decision must be sent to the owner. The owner will then notify the resident of the decision.**
  - f. The owner can appeal any decision of the committee to the President of the Association.
    - i. The appellate request must be made directly to the President of the Association. The calendar will begin from the day the President acknowledges to the owner in writing the receipt of their request.
    - ii. In the case of an appeal, the President of the Association will convene the Board and invite the owner and the Chair of the Architectural Review Committee to provide information.
    - iii. This meeting will occur within 30 calendar days of receipt of a written request for an appellate hearing.
    - iv. The Board will render a final decision in writing to the owner within 30 calendar days of their written appeal. A simple majority of Board members is the vote necessary to render a decision. A tie will be considered a no vote.

These policies and procedures are effective for the year 2010 and later.