

**MEADOWS AT HIGH GROVE  
COMMUNITY ASSOCIATION, INC.**

Policy Resolution of the Board of Directors Number 2016 - 1  
Formation and Charter of Architectural Review Committee

**WHEREAS**, Article VIII, Section 1 of the By-Laws of Meadows at High Grove Community Association, Inc. states that the duties of the Board of Directors shall include, but are not limited to, “exercise any other powers necessary and proper for the governance and operation of the Association.”

**WHEREAS**, Article V, Section 1, of the Declaration of Covenants, Conditions and Restrictions for Meadows at High Grove states the Board of Directors may create a committee for review of lot modification requests “[...] of three (3) or more representatives if appointed by the Board (the “Architectural Control Committee”).”

**WHEREAS**, Article V, Section 1 further states that “No construction, improvements, alteration, repair, change in paint color, excavation, change in grade, exterior lights, fencing, planting, landscaping or other work which in any way alters the exterior of any Lot or the improvements located thereon from their natural or improved state existing on the date such Lot was first conveyed...shall be commenced, erected or maintained upon any Lot, and no building, shed, fence, wall, residence or other structures shall be commenced, erected, maintained, improved, altered or removed until the plans and specifications showing the nature, kind, shape, height, materials and location of the same shall have been submitted to and approved in writing...by the Board or an architectural committee composed of three (3) or more representative if appointed by the Board.”

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Directors hereby forms an Architectural Control Committee (the “ACC Committee”) with the following duties:

1. The Committee shall be composed of no more than seven (5) and no less than three (3) lot owners in good standing, appointed by the Board of Directors on an annual basis. The Committee shall elect a chairperson and secretary.
2. Review all applications for lot modification, ensuring the request(s) are in agreement with the Architectural Design Guidelines and Declaration of Covenants, Conditions and Restrictions for Meadows at High Grove.
3. Schedule meetings, as needed, to review applications submitted by homeowners for lot modification requests. For each meeting held by the Committee, the secretary shall submit the following to the Board of Directors: a written summary of each committee meeting’s activities which shall list committee members that were present at and absent from the meeting, agenda items discussed by the committee, and decisions made on each agenda item. The summary shall be submitted to the Board of the Association at least one (1) week prior to the first Board of Directors meeting that succeeds the Committee’s meeting.
4. Provide a response to the management agent on each application within thirty (30) days, as set forth in the Architectural Guidelines for Meadows at High Grove.
5. The Committee may opt to make site inspections (both before and after the modifications), at the sole discretion of the committee.
6. Review Architectural Design Guidelines periodically to make sure the needs of the community are being met.

7. Produce a newsletter article or other communication to share with the homeowners when there is information that would benefit the community regarding the Architectural Process, Design Guidelines or relevant business, as needed.
8. The Committee shall not spend any budgeted or unbudgeted funds of the Association without prior approval from the Board of Directors.

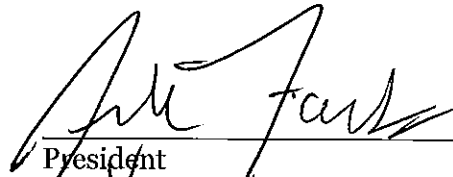
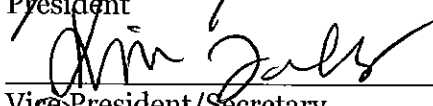
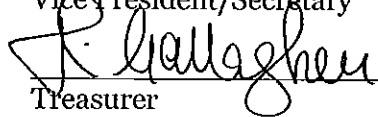
This Resolution shall be effective the date approved as noted below and shall remain in effect until otherwise rescinded, modified, or amended by a majority of the Board of Directors.

**RESOLUTION ACTION RECORDED**

Resolution Type: Committee Charter  
 Resolution Number: 2016-1

Motion by: Ms. Jolly Seconded by: Mr. Fajardo

**VOTE**

	YES	NO
<u></u> President	<u>X</u>	<u>      </u>
<u></u> Vice President/Secretary	<u>X</u>	<u>      </u>
<u></u> Treasurer	<u>X</u>	<u>      </u>

**ATTEST:**

  
Secretary

08/30/16  
Date