

HOA Architectural Committee/ARC – Charter - Standing Committee

Purpose: The Architectural Review Committee (ARC) is chartered to assist the Board and homeowners with compliance of The Declaration of Covenants using the Architectural Standards and Guidelines. Because residents are required to submit change/modification forms for exterior change/modifications, the ARC committee **verifies the information on the form, requests any needed additional information, and approves, approve with conditions, or denies the request.** ARC also reviews the community ARC violation list and provides information related to homeowner violations to the Board and Management Company.

Meetings:

- The ARC Committee shall have meetings as necessary to conduct its responsibilities, such as addressing ARC change/modifications and the list of ARC violations.
- Meetings can be in-person or electronic.

Membership:

- A minimum of three (3) members to a maximum of five (5) members.
- All members must be current residents of Vintage Grove.
- Members who miss three (3) or more meetings may be replaced by the committee.
- All members must develop a working knowledge of the Declaration of Covenants and the Architectural Standards and Guidelines and base ARC decisions on these documents.

Liaison/Chairperson:

- Following the HOA Annual meeting the ARC committee will select a liaison/chairperson to serve for one (1) year. The liaison/chairperson may serve more than one (1) term if the committee so chooses. The liaison shall act as the Board's main point of contact. The Liaison/Chairperson collaborates with the ARC committee and the Board to:
 - Lead the committee to ensure the proper administration and completion of the committee's work.
 - Submits names and email addresses of committee members to the Board for approval, noting the liaison/chairperson. Once approved the Board's secretary will share this information with the community through the management agency website.
 - Notify the Board of any changes in the membership of the committee, including their name and email address. Any proposed new member must be approved by the Board.
 - Ensure members have a working knowledge of the Declaration of Covenants and the Architectural Standards and Guidelines.
 - Inform the Board of any issues regarding the work of the committee

Committee Responsibilities:

- Actively engage in achieving the purpose of the committee.
- Have a working knowledge of the Declaration of Covenants and the Architectural Standards and Guidelines
- Respond to committee and Board communications promptly.
- Use the established forms and guidelines to respond to ARC requests and/or address violations.
- Maintain records of committee decisions. Provide a summary of discussions with homeowners regarding ARC request and/or violations.
- Make recommendations to the Board concerning ARC guidelines/violations and notify the Board if a Hearing is needed, to address a homeowner change/modification/violation issue. The Board makes the final decision.
- Attend meetings/hearings, when needed, to address a concern or a need for additional clarification.

Signature of Board President/Secretary:

M. Hansen , Eric Fogelstrom Date 9-1-22
ARC Chair
Megan Hanson
1005 Napa Pl.