

Architectural Review Committee (ARC)

DRAFT

Purpose:

The primary responsibilities of the Architectural Review Committee (hereinafter **ARC**) are as follows:

To assist the Board of Directors by first reviewing all NEW applications requesting to modify or add to any exterior balcony decorations or interior structures and make recommendations to the BOD. The ARC will verify that the request meets the requirements of the current accepted guidelines, declaration and by-laws. An ARC form must be filled out and submitted to OPM.

Examples are, but not limited to: balcony décor, any interior renovations, front porch decorations, window, door replacements, etc. There are to be **NO** renovations to the exterior balcony or building walls or to the Jamestown common areas.

To assist the Board of Directors in the development of the Common Area and Landscape Guidelines.

To work with the Landscape Committee with any ARC requests for modification to the landscaping not addressed by the Landscape Guidelines and assist in its determination of same.

ARC will recommend directly to the Board of Directors for approval or non-approval.

Membership:

1. Members of the **ARC** shall consist of volunteer homeowners/residents or one board member recognized by the Board of Directors.
2. The **ARC** comprising a number not to exceed three (3) without approval of the Board of Directors.

Chairperson:

1. The committee will appoint a Chairperson to;
 - a. Coordinate and supervise the **ARC** activities and meetings to assure that committee responsibilities are met:
 - b. Encourage and support participation by all **ARC** members, and ensure that such persons are kept advised of Committee activities:
 - c. Prepare written **ARC** reports if applicable for submission to the Board of Directors and to the Management Agent, no later than Three (3) days prior to each Board meeting;

Vacancies:

1. Vacancies shall be filled by the Board of Directors at duly noticed meetings.

Meeting:

1. The **ARC** shall meet at least one (1) time each calendar year or may otherwise convene if forty-eight (48) hours' notice has been given to the membership of the Association.

Reporting:

1. **ARC** will review applications completed as required, pursue additional information if necessary, and submit a recommendation for approval or disapproval to the Board for consideration and final disposition. **ARC** is responsible for responding to the owner no more than 30 days after receipt of request.
2. The **ARC** is responsible for advising the Board of Directors and Management Agent of the date, place, and time of each meeting at least four (3) days in advance of each meeting.
3. All meetings of the **ARC** shall be open to attendance by members of the Association; non-committee members may participate but may not vote at Committee meetings.
4. The **ARC** secretary shall keep minutes of all meetings and shall provide a copy of all minutes to the Board of Directors and Property Manager at or before each monthly Board of Directors meeting.
5. The Chairperson of the **ARC** shall attend the Board of Directors meetings and present an oral report of the committee's activities during the preceding month. The Chairperson may, if otherwise unavailable, appoint another member of the Committee to attend a monthly Board meeting to present such report.

Removal of Members:

1. A member of the **ARC** will be deemed to be automatically be removed from the committee for failure to attend three consecutive committee meetings, during any twelve (12) month period.