

WOODLYNNE COMMUNITY ASSOCIATION

Administrative Resolution No. 2023-01

Architectural Review Committee Charter

Effective Date: August 18, 2023

WHEREAS, Article VII, the WoodLynne Community Association, Declaration of Covenants, Conditions, Restrictions ("Declaration") provides that the Board of Directors ("BOD") of the WoodLynne Community Association, ("Association" or "WoodLynne") shall establish an Architectural Review Committee ("ARC"); and

WHEREAS, Article VII, of the Declaration provides that the ARC shall serve as an architectural review board; and

WHEREAS, the BOD desires to provide greater definition to the powers and responsibilities delegated to the ARC.

NOW THEREFORE, BE IT RESOLVED that the Charter governing the ARC shall be established, and that the following procedures for this committee be adopted and implemented herewith:

I. AUTHORITY

In accordance with Article VII, of the Declaration, the ARC shall have such duties, powers, and authority as the BOD may from time to time provide by Resolution. The BOD may relieve the ARC of any of its duties and authority either generally or on a case-by-case basis.

II. RESPONSIBILITIES

The primary responsibilities of the ARC are to assist the BOD in establishing Architectural Guidelines, to monitor applications for addition, alteration, improvements or changes to the dwellings, structures and other improvements on the Lots, and to act as a liaison and information resource on general matters of the Architectural Guidelines and the Association Documents.

Accordingly, the ARC shall:

- A. Meet quarterly at a minimum as a basis to consider applications for any and all additions,

alterations, improvements or changes of grade in or to Lots submitted by Owners.

- B. Provide special consideration at times other than the regular meeting for applications that are proven to be time sensitive. IE. Email communication and voting.
- C. Periodically, or as needed, review the Architectural Guidelines and recommend changes to the BOD for approval.
- D. Ensure that the Association's management agent maintains complete and accurate records of ARC actions and decisions, and that the Owners are notified in writing of the actions taken on applications.
- E. Prepare articles or communications as needed.
- F. Periodically perform exterior inspections on each unit to check for conformity with guidelines.
- G. Perform other duties as requested by the BOD.

III. ELIGIBILITY

- A. All ARC members must either be Members in "Good Standing," which is a WoodLynne Member who is not delinquent more than sixty (60) days in the payment of any financial obligation due, whose rights to use facilities have not been suspended, or who is not a party in any pending legal action in which the Association is an adverse party. A member of the BOD will serve on the ARC as an ex officio member ("liaison").
- B. There shall not be more than one (1) voting member of a household or Lot serving on the ARC at the same time. Additional household members may serve on an ARC subcommittee, if any.
- C. Any member of the ARC who does not appear at three or more consecutive meetings of the ARC may be deemed to have resigned. Furthermore, any member of the ARC who does not regularly participate in a timely manner via email or CINC voting will also be deemed to have resigned.

IV. NUMBER OF MEMBERS, APPOINTMENT, AND LENGTH OF TERM

- A. The BOD shall appoint a Chairperson at the Annual Meeting. The Chairperson shall be a Member. The Chairperson shall serve a one (1)

year term and may be reappointed. Members of the Committee may make recommendations to the BOD for the appointment of a Chairperson. Other officer positions of the Committee may be elected by the Committee membership.

- B. There shall be a minimum of three (3) members of the ARC and no more than five (5) members, each member serving a three-year term.

V. ARC OFFICERS

- A. At a minimum, the Chairperson shall appoint a Secretary, who shall be responsible for recording accurate minutes of meetings. All minutes shall be voted upon at either the next scheduled ARC meeting or by email, and then sent to the BOD for publication upon approval. Email votes require unanimous approval.
- B. Duties of the Chairperson:
 1. Monitor, track and maintain the ARC membership roster. This includes communicating any changes to the BOD for publication.
 2. Develop the meeting calendar and share it with the BOD for publication.
 3. Prepare meeting agendas. All meeting notices and agendas shall be sent to the BOD at least one week in advance.
 4. Preside over the meetings and record votes of the ARC.
 5. Assign ARC members tasks as necessary.
 6. Supply information for the newsletter, email blasts and website.
 7. Provide the Association's management agent notes for each meeting to be submitted to the BOD.

Move the following to Section III - Eligibility

 8. Any member of the ARC who does not appear at three or more consecutive meetings of the ARC may be deemed to have resigned.

VI. MEETINGS

- A. The ARC shall hold meetings and special meetings quarterly at a minimum. Meetings shall be open to the Owners and held at a recognized place of WoodLynne. A virtual platform qualifies as a recognized place of WoodLynne. The meetings shall have a comment period to allow input from any non-ARC member present at the meeting. The ARC may convene into executive session to discuss a case prior to rendering a decision.

B. Procedures for the exercise of the ARC duties:

1. Only applications containing complete and needed information regarding the alteration or addition will be considered. The ARC will make the decision regarding completeness. Applications requiring additional information will be returned to the Owner for action.
2. The original application and attachments will be reviewed by all ARC members prior to voting. All applications must comply with the requirements of the Declaration, Bylaws and/or Architectural Guidelines. Applications must be considered and acted upon within thirty (30) days of receipt or they shall be deemed approved.
3. Each ARC member will have one (1) vote.
4. Any application requesting an additional, alteration, improvement or change not contained in the published Architectural Guidelines will be reviewed by the ARC and forwarded with a recommendation to the BOD for action. The Association's management agent will notify the Owner of this action and also the final action taken by the BOD. The BOD shall determine if an approved action is a one-time exception based on special circumstances surrounding the particular application or a variation to the guidelines. If a variation is approved, the Architectural Guidelines will be so amended.
5. A quorum of more than 50% of the ARC members must be present in order to convene a meeting or conduct business.
6. A vote of the majority of the members present at a meeting with a quorum shall constitute the decision of the ARC. Voting shall be conducted in open session.
7. Minutes of meetings shall be taken. Documentation of the applications and attachments will be filed in the Owner's Lot file following the ARC's decision.

VII. REMOVAL

The BOD, in its sole discretion, may remove any member of the ARC, including the Chairperson, either with or without cause.

VIII. COMMUNICATIONS

In the interest of ensuring strong communications between the BOD and the ARC, it is expected that the Chairperson, or his or her designee, will attend each regularly scheduled business meeting of the BOD. The ARC's representative will be present and answer any questions the Board may have regarding ARC assignments.

IX. EFFECTIVE DATE

The Effective Date of this Administrative Resolution is August 18, 2023. It supersedes and replaces all prior versions or other Resolutions relating to the ARC.