

Introduction and Mission

The Skyline Ridge Homeowners Association (“SRHOA” or “Association”) **Architectural Review Committee** (“Committee” or “ARC”) is hereby chartered by the SRHOA Board of Directors, in accordance with the Association’s existing By-Laws, Codes, Covenants, and Restrictions (“CCRs”), and Design Rules (“Rules”). The Committee’s mission is to assure Skyline Ridge is developed and maintained in an architecturally pleasing and harmonious manner reflective of a premier planned community development. This Charter describes the scope of the Committee’s authority and its duties and responsibilities.

Scope of the Architectural Review Committee Activities

The Architectural Review Committee shall be responsible for:

- Review of all construction and landscaping change requests as described in the Rules for compliance with the spirit and letter of the CCRs and Design Rules. The ARC shall render a timely decision to approve, approve with changes, or deny the project, and if approved, to verify the project’s proper completion.
- Identification of SRHOA properties that are out of compliance with the Design Rules. The ARC will work with homeowners to make identify issues and make corrections or refer issues to the Board of directors for possible issuance of a Notice of Non-Compliance.
- Cooperation and collaboration with the SRHOA Landscaping Committee and the SCCEIA Architectural Review Committee.

Duties and Responsibilities

The SRHOA Architectural Review Committee shall deal with these operational matters on a regular basis:

- Use the email address **arc@skylineridgehoa.org** when communicating with Association Members and outside parties concerning committee business.
- Notify Members of instances of non-compliance with Design Rules, the steps needed to restore compliance, and recommendations to the Board where fines (special assessments, as described in the CCRs) may be needed to ensure compliance.
- Serve as SRHOA’s official point of contact via email with all related contractors, utilities, service providers, and authorities doing business within the committee’s scope of responsibility.
- Oversee the performance of contractors, consultants, utilities, and other service providers and resources engaged to execute projects.
- Report regularly to the Board on the “state of the street,” expenditures, status of improvement projects, performance of contractors, and any other design and construction-related issues and concerns.

Deal with these strategic and policy matters as needed:

- Create and maintain, with the approval of the Board, **SRHOA Design Rules** including processes requesting approval for improvement projects and for dealing with non-compliance. The SRHOA Design Rules shall become a governing document of the Association. Changes in Design Rules may be proposed by the Committee or Members for review and potential approval by the Board.

- Create a process for identifying and reporting issues of non-compliance, actions needed to rectify them, and penalties or enforcement actions by the Board through fines or Special Assessments as needed.
- Develop, for approval and adoption by the Board, plans for performing ongoing maintenance and improvements throughout the Association, including the scope of work for ongoing regular maintenance, one-time issues, new improvements or installations, and necessary repairs to existing installations.
- Identify qualified contractors, consultants, and service providers who can execute the proposed projects. A list of such providers may be maintained for use by Association Members seeking services.
- Negotiate and present to the Board for approval any agreements or contracts for provision of services for ongoing maintenance or one-time improvements.

Meetings

The ARC shall meet as necessary to accomplish its work. Meetings may be held in person, online, or via conference calls. Minutes of ARC meetings shall be documented, provided to the Board, and made available to Members. A simple majority of the current Committee membership shall comprise a quorum for voting purposes.

Authority of Committee Chairs

The Committee Chair(s) may be authorized by the Board to act or make commitments on behalf of the Association in service of specific Board-approved agreements or contracts. Otherwise, recommendations of the Committee and commitments for action or expenditures must be approved by the Board of Directors.

Charter Term and Amendments

It is the intent of the SRHOA Board that the Architectural Review Committee operate in perpetuity, with the expectation that its mission will continue, its activities and charter may evolve over time, and that its leadership and membership will have regular turnover as Members come and go. Under terms of the SRHOA By-Laws, this Charter may be amended or revoked by the Board of Directors.

This Charter was approved on <DATE> and attested to by:

Paul Garner, President,
Skyline Ridge HOA

Bob Altizer, Secretary
Skyline Ridge HOA