

**Architectural Review Committee Charter  
of  
Taylor Lake Estates**

This committee charter, as the same may be amended from time to time by the Association's Board of Directors (the "Board"), outlines a governance structure and a system of standards and procedures for the administration of assigned duties in accordance with the Association's Declaration and Bylaws.

**ARC Powers and Purpose:**

The ARC shall have all powers and responsibilities enumerated in Article II, Sections 2 and 3 of the Declaration. The provisions of Article II, Section 1 of the Declaration shall not apply to the ARC. In addition, the ARC shall have the authority and responsibility to:

- Exercise all other design review powers delegated to the ARC through the Declaration and the Association Bylaws.
- Recommend to the Association changes to the Review Process as the ARC deems reasonably necessary or advisable.
- Recommend to the Association changes to the Guidelines as the ARC deems reasonably necessary or advisable.
- Issue and publish supplementary guidance with respect to the Guidelines provided such supplementary guidance is not in conflict with the Guidelines.
- Adopt and publish checklists and forms to aide in the performance of the ARC's duties and responsibilities.
- Recommend to the Association changes to the Review Fee policy as the ARC deems reasonably necessary or advisable.
- Timely review and respond to all plans and sample materials required to be submitted to the ARC for approval.
- Uphold the community standards set forth in the Declaration.
- Request the Board of Directors of the Association engage a Consulting Architect or hold a Consulting Architect on retainer to assist the ARC in executing its responsibilities.
- Preserve and protect community aesthetics, property and home values by ensuring compliance with the Declaration and Guidelines issued by the ARC.
- Serve as a resource to property owners, homeowners and builders to facilitate building or remodeling their home, installing or materially modifying landscaping, or constructing or modifying other improvements regulated by the Declaration in accordance with community standards.
- Grant or deny variances to the Guidelines and the Declaration in specific instances where the ARC in good faith deems such variance will not adversely affect the architectural and environmental integrity of the Community.
- Set time constraints for the commencement of construction or improvements submitted to it for review or the completion of improvements pursuant to approved plans once construction has commenced. Approved plans which are not timely commenced shall require resubmission to the ARC for review and approval.
- Notify the Association of violations of the Declaration relating to the construction of unapproved improvements or improvements not in substantial compliance with Final Approved Plans (as defined in the Review Process).

**ARC Members:**

The ARC shall be a committee consisting of three (3) Members of the Association that are elected by the members of the Association at the Annual Meeting of the Members. Any vacancies in the ARC shall be appointed by the Board to complete the original term associated with such vacancy. Members of the ARC shall incur no liability for acts or omissions undertaken in their capacity as Members of the ARC for the execution of ARC business. Board Members may not serve on the ARC. Neither may the spouse, other family member, or other person sharing the same dwelling of a Board Member serve on the ARC.

### **ARC Members Term:**

The members of the ARC shall serve staggered terms. The initial members of the ARC shall each have different terms in order to create staggered terms. One initial member of the ARC shall serve a one (1) year term, one member shall serve a two (2) year term, and the third member shall serve a three (3) year term. All terms shall expire on the earlier to occur of the Annual Meeting of the Members or December 31 of each year.

The Board of Directors shall designate the initial members of the ARC and shall further designate the length of term of each of the initial members of the ARC as set forth above. Thereafter, the term of each member of the ARC shall be a term of three (3) years and the members of the ARC shall be elected by the Members of the Association at the Annual Meeting of the Members.

Any vacancies in the ARC occurring between the resignation or death of a member of the ARC may be appointed by the Board in order to complete the original term associated with such vacant position.

### **ARC Officers:**

The ARC shall have a Chairperson, Vice-Chairperson, and a Secretary (collectively “Officers”). Each Officer position shall serve for a term of one (1) year. The Chairperson shall be appointed by a majority vote of the Board. The remaining ARC Officers shall be determined by a majority vote of the ARC.

### **Duties and Responsibilities of ARC Officers:**

Chairperson: The Chairperson of the ARC shall perform the following functions and duties:

- a. Designate the time and place of meetings and call the meetings to order and conduct the meetings. There shall be no minimum notice requirement for ARC meetings.
- b. Act as the ARC’s liaison between the Board and between the Property Manager and any Consulting Architect.

“Property Manager” shall mean the third-party property management company engaged by the Association at any given time to assist with day-to-day operations and homeowner communications, which may be changed from time to time at the discretion of the Board.

“Consulting Architect” shall mean a third-party, non-Member of the Association, ARC, or Board who may be engaged from time to time by the Board to assist the ARC in the review and response.

- c. Be present at Board of Director meetings when his/her presence is requested.
- d. Facilitate two-way information:
  - 1. between the ARC and Property Owners;
  - 2. between the ARC and builders;
  - 3. between the ARC and any Consulting Architect; and
  - 4. between the ARC and the Property Manager.
- e. Be responsible for producing monthly reports of ARC activities such as number of new requests, approvals, homes in construction, homes complete, rejections, and financial information for fees and fines and delivering such reports to the Board;
- f. Review rejections, fines, and violations with the Board before taking any action in such matters;
- g. Ensure fair and consistent implementation of contractual obligations as represented by the Association's Declaration;
- h. Be responsible for ARC Member training;
- i. Coordinate builder informational workshops from time to time as deemed appropriate in his / her discretion;
- j. Coordinate with the Board with respect to recommended changes to the Architectural Design Guidelines, Review Process or Fee Policy; and
- k. Coordinate with the other members of the ARC regarding the adoption, issuance and publication of any supplementary guidance with respect to the Guidelines to the extent deemed necessary by the ARC provided such supplementary guidance is not in conflict with the Guidelines.

Vice-Chairperson: The Vice Chairperson of the ARC shall perform the following functions and duties:

- a. Assist the Chairperson in the performance of his/her duties, and in the event of absence or incapacity of the Chairperson, is empowered to perform all duties and exercise all authority vested in the Chairperson.
- b. In the absence of the Chairperson or at the direction of the Chairperson, act as a liaison between the Board, the Property Manager and/or the Consulting Architect.
- c. Review, annually, and make recommendations concerning the Committee Charter and other formal committee forms (e.g., Guidelines Supplements, Application Request Forms, Application Response Forms etc.)

Secretary: The Secretary of the ARC shall perform the following functions and duties:

- a. In the absence of the Chairpersons, shall designate the time and place of the meeting and call the meeting to order and conduct the meeting.
- b. In the absence of the Chairpersons, shall act as a liaison between the Board, the Property Manager and /or the Consulting Architect

- c. Take minutes of all ARC meetings.

**Meetings:**

The ARC Chairperson shall call meetings of the ARC at such times and places as necessary for the administration of its duties. ARC meetings shall not be public meetings unless otherwise required by applicable law. A homeowner and /or its architect, designer, contractor or other representative may be present at a meeting called by the ARC if, at the sole discretion of the ARC, such homeowner and/or its architect, designer, contractor or other representative is invited to attend such meeting in order to discuss such homeowner’s preliminary or final plans submitted for review to the ARC. The ARC Chairperson shall provide such homeowner with at least three (3) days written notice of meeting and shall endeavor to accommodate the homeowner’s schedule and ability to attend such meeting. Following any such meeting at which a homeowner and/or its architect, designer, contractor or other representative is in attendance, the ARC may continue its meeting in order to take action with respect to the matter(s) submitted to the ARC for review without such homeowner, its architect, designer, contractor or other representative present at the meeting.

A quorum of the members of the ARC is required to hold a meeting and to make decisions at such meeting. A least fifty percent (50%) of members of the ARC present, either in person or by Electronic Systems (as defined below), shall constitute a quorum.

Meetings may be held in person or by means of an electronic communications systems, including videoconferencing technology or the internet or any combination thereof (“Electronic Systems”) so long as each ARC member shall have access to and can use such Electronic System and the members can communicate concurrently with the other members of the ARC or persons participating in the meeting (such as, but not limited to, a homeowner, its contractor, architect or designer, or the Consulting Architect). If a meeting is to take place or be attended by Electronic Systems, the ARC shall implement reasonable measures to verify that the members of the ARC attending such meeting by Electronic Systems is sufficiently identified.

**Miscellaneous:**

The ARC recognizes the importance of clear communication and accurate recordkeeping. As such, the ARC shall maintain a record of all communications made by on or behalf of the ARC or any Officer with an Owner or Builder pertaining to the architectural review process, including without limitation the Preliminary Design Review and Final Design Review processes.

The ARC shall not have the authority to spend or approve the expenditure of Association funds which exceed the review fee associated with an application for review.

No Member of the ARC shall receive any compensation for his or her services.

**Conflicts:**

In the event of a conflict between the terms of this ARC Charter, and provisions in the Association’s Declaration, or Bylaws, the Declaration shall control, followed by the Bylaws. Nothing contained in this ARC Charter is intended to amend or otherwise alter a provision in the Association’s Declaration or Bylaws.