

**RUNAWAY BAY HOMEOWNERS ASSOCIATION, INC.**

**POLICY RESOLUTION NO. P04-03**

**(ARCHITECTURAL REVIEW COMMITTEE CHARTER)**

**WHEREAS**, Article V, Declaration of Conditions, Covenants, and Restrictions of RUNAWAY BAY, authorizes the establishment of an Architectural Review Committee; and

**WHEREAS**, it is in the best interest of the property owners and the RUNAWAY BAY Homeowners Association to have a standing committee to assist in establishing and enforcing architectural and community standards and for reviewing and deciding upon architectural change requests, and

**WHEREAS**, the Board of Directors has identified the need for such a committee; and

**NOW THEREFORE LET IT BE RESOLVED**, that the Board of Directors of the Association does establish by this resolution a committee as a standing committee of the Association to be known as the Architectural Review Committee (ARC).

**ARTICLE I**

**DUTIES AND FUNCTIONS OF THE COMMITTEE**

1. Provide assistance to the Board of Directors in establishing and enforcing community living and architectural standards, and in reviewing and deciding upon new construction or existing home architectural change requests.
2. Be stewards of the Community Vision for RUNAWAY BAY and the overall architectural plan of the Association.
3. Be alert to architectural and community living problems shared by members and seek solutions to these problems.
4. Periodically review community living and architectural standards for adequacy and application.
5. As necessary, prepare community living and architectural standards for approval by the Board of Directors.
6. Monitor compliance with community living and architectural standards and, where necessary, file with the Board of Directors complaints documenting noncompliance with standards.
7. Where directed by the Board of Directors, investigate complaints of noncompliance with

architectural or community standards that have been filed with the Board in order to establish the factual basis of the allegation.

8. Prepare articles for publication within the community in accordance with the instructions of the Board of Directors.
9. Prepare and present to the Board of Directors comprehensive and complete minutes of all committee meetings.
10. The committee shall consist of at least three (3) members.
11. The committee shall meet as often as necessary to complete its assigned responsibilities, including voting on any architectural applications.
12. All meetings of the committee, and any subcommittee thereof, shall be open to members of record of the association.
13. No meeting of the committee will be scheduled without the presence of at least three (3) committee members.
14. Committee chairperson or his/her alternate shall attend all committee meetings and Board of Director's meetings.
15. A committee member shall be considered inactive when, without good cause, he/she fails to attend three (3) consecutive meetings.
16. All committee members shall act with the best interest of the property owners and Association in mind. Personal "missions" or "vendettas" will not be tolerated.
17. The committee shall act on a consensus basis. In the case of a split decision, the chairperson will act as the deciding vote.
18. All committee members shall keep in mind they have been elected or appointed to serve the community, not to act as "police" of the community.
19. If a committee member submits an application or complaint on his/her own behalf for consideration by the committee, he/she shall recuse himself/herself in review, discussion and voting on such application or complaint.

## **ARTICLE II**

### **DUTIES AND RESPONSIBILITIES OF COMMITTEE OFFICERS**

1. The chairperson will be an elected officer of the RUNAWAY BAY HOMEOWNERS ASSOCIATION, Inc. The chairperson will designate a Vice Chairperson and Secretary among members of the Committee.
2. The duties and responsibilities of the chairperson shall be as follows:
  - a. Shall designate the time and place of the meeting and call the meeting to order and conduct the meeting.
  - b. Act as a liaison between the committee and the Board of Directors. He/she shall be present at committee meetings, and at Board of Director's meetings.
  - c. Shall sign all correspondence with property owners documenting decisions of the committee.
4. The duties and responsibilities of the vice-chairperson shall be as follows:
  - a. Shall assist the chairperson during the committee meetings. In the absence of the chairperson, 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 chairperson, shall act as a liaison between the committee and the Board of Directors.
  - c. Shall be present at committee meetings and in the absence of the chairperson, be present at the Board of Director's meetings at which a report of committee activities shall be presented.
  - d. In the absence of the chairperson, shall sign all correspondence with property owners documenting decisions of the committee.
5. The duties and responsibilities of the secretary shall be as follows:
  - a. Shall record and keep comprehensive and complete minutes of all committee meetings.
  - b. Shall forward the minutes to the committee members and, on approval, make them available to the Board of Directors.
  - d. In the absence of the chairpersons, shall act as a liaison between the committee and the Board of Directors.
  - e. Shall be present at committee meetings and in the absence of the chairpersons, be present at the Board of Director's meetings at which a report of activities of the committee shall be presented.
  - f. In the absence of the chairpersons, shall sign all correspondence with property owners documenting decisions of the committee.

## **ARTICLE III**

### **GUIDELINES FOR JOINING THE COMMITTEE**

1. The prospective committee member shall state his/her request to join the committee in writing to the committee chairperson.
2. A prospective committee member shall attend two (2) consecutive committee meetings, which is considered a probationary period.
3. The prospective member shall have no vote in committee decisions prior to the completion of his/her probationary period.
4. At the successful conclusion of the probationary period, the prospective member's name will be submitted to the Board of Directors for appointment to the committee.
5. When a prospective member submits an application for review, he/she shall recuse himself/herself from discussion and voting on the application.



