

Loveland Courtyards Condominium Association

Architectural Review Committee Charter

<p>Mission / Purpose:</p>	<p>The Architectural Review Committee (ARC) is a standing committee chartered to advise and assist the Board to oversee architectural standards in the community, review requests for changes from unit owners, and submit written updates and recommendations to the Board on architectural guidelines.</p>
<p>Responsibility:</p>	<ul style="list-style-type: none"> • Be aware of the overall architectural plan of the Association as set forth by the Declaration of Condominium, Articles of Incorporation, By-Laws, the Rules & Regulations. • Prepare community standards for architectural control for approval by the ARC and the Board through issuance of an Architectural Guidelines supplement. • At least annually, review standards and guidelines for adequacy and application. • Facilitate owner compliance with standards and guidelines and provide oversight / enforcement recommendations to the Board. Be alert to architectural problems shared by members and seek a solution to these problems. • Review and approve all plans for modification and alterations to the common areas, limited common areas, and elements with respect to their impact on the aesthetic quality of the area whether submitted by residents, committees, or the Board. • Verify proposed contractors and service companies are insured and licensed in the state of Florida and Charlotte County. • All recommendations of the ARC shall be forwarded in writing to the Board. Any person aggrieved by a recommendation of the ARC shall have the right to make a written appeal to the Board within fourteen (14) days after notification. • Adopt and execute procedures for inspecting approved changes during and after construction, to ensure conformity with approved plans. • Monitor performance and work quality of contractors. • Refrain from discussing owner requests and compliance issues with the Association membership. All issues discussed are considered confidential and are not to be discussed outside the realm of the meeting(s). • Be consistent and diligent in maintaining the standards set forth in the Declaration of Condominium, Articles of Incorporation, By-Laws, Rules & Regulations, and Architectural Guidelines of the Association. • When a Committee member, Committee member's relative or Committee members business partner, submits a proposal for review, they will abstain from discussion and voting on their proposal. • Research for and coordinate with the Board as needed.

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Membership:	<p>The Architectural Review Committee shall be composed of no less than three Loveland Courtyards residents who shall be in good standing throughout the term of office. One member shall be appointed Chairperson by the Board and will be the liaison to the Board of Directors. The members of this Committee shall be appointed and removed by the Board at any time, with or without cause. Homeowners do not have the right to appoint themselves to committees.</p> <p>Membership criteria will include, but will not be limited to, relevant experience, willingness, and availability to serve, ability to get along with others, fairness, firmness, and ability to function within a team.</p>
Compliance:	<p>The Board has the right and authority to take action and/or make decisions with or without involving any committees and to take action and/or make decisions which are consistent with and/or contrary, in whole or in part, to any committee or subcommittee recommendations, should they see the need. The Board also has the right to amend this Charter, should it be required.</p>
Code of Conduct:	<p>ARC is to strive for the common good of the Association while foregoing personal agendas. Conduct itself above reproach and avoid appearance of impropriety. Interact with respect with residents, Board members, and Community Management. Individual members should not participate in discussion of an application or vote upon its approval if there is a personal conflict.</p>
Meetings:	<p>The Chairman will schedule committee meetings at least quarterly, create an agenda, and record minutes. The Chairman or designated member shall attend Board meetings to review the minutes and answer questions.</p>
Reporting:	<p>The Committee will prepare written meeting minutes and a report of its planned, ongoing, and completed activities to the Board at least five (5) days prior to a Board meeting.</p>
Newsletter:	<p>The Committee shall provide regular updates to the Association quarterly newsletter as requested by the Board of Directors.</p>
Reports To:	<p>The Board of Directors</p>
Term:	<p>Term will continue if he/she is a member of the committee and will end upon his/her resignation or removal from the committee.</p>
Budget & Expenses:	<p>The Committee's budget will be determined by the Board of Directors on an annual basis.</p>