

# **Regency Communities Architectural Review Committee Charter**

**I. Purpose** The primary functions of the Architectural Review Committee are to: Review architectural applications from homeowners planning to change the exterior appearance of their homes or lots and approve only those applications which adhere to the community's Covenants, By-laws, and policies and those which do not detract from the beauty, enjoyment, or value of the community.

**II. Organization** The Committee shall be comprised of three to five members, each of whom shall be residents of Regency Communities. Each member must be appointed by the Board. Each member must have access to e-mail and the internet, as applications are sent, discussed, and reviewed via the SmartWebs application online.

**III. Term of Office** Committee Members shall serve for one year subject to renewal by mutual agreement of the member and the Board. Each term begins the week following the first Board meeting after the association's annual meeting.

## **IV. Responsibilities and Duties**

To fulfill its responsibilities and duties, the Committee shall adhere to the following:

1. The members' duties shall be to:

1. Ensure committee activities, actions, recommendations, and expenditures have the best interests of all residents in mind.
2. Become familiar with the community Covenants, By-laws, and policies, especially Article V of the Covenants ("Architectural Control").
3. Appoint a chairperson who will communicate with the Board liaison to apprise him or her of all committee meetings, suggestions, feedback, questions, or requests.
4. Respond as quickly as possible with a vote regarding any pending application and appoint a chairperson who will expediently communicate the results of committee votes regarding pending applications to PPM.
5. Provide the Board with a written report of any denials or controversial applications, including the committees' rationale for the decision, as well as any noticed changes that were completed without an application or not as per the approval.
6. Provide pertinent documents and updates for display on the association website, and ensuring these items remain updated.
7. Draft Architectural Guidelines for the Board's approval if the committee so desires.

2. The chairperson and the member shall NOT have the right to:

1. Enter onto private property without express permission of the owner
2. Enter into contracts which bind the association.
3. Be reimbursed for any committee expenditures that:
  1. were not first approved by the Board of Directors.
  2. do not conform to this Committee Charter.
  3. do not conform to the association budget.
  4. were not submitted using the approved Committee Expenditure Reimbursement Form.
  5. did not include appropriate back up information (i.e. receipts, invoices, etc.).