CAMERON STATION COMMUNITY ASSOCIATION
ADMINISTRATIVE RESOLUTION NO. 23

ARCHITECTURAL REVIEW COMMITTEE CHARTER

WHEREAS, Article III, Section 3.4 of the Bylaws grants the Board of Directors all the powers necessary for the administration of the affairs of the association in accordance with applicable law and the Project Documents, except for those matters which the applicable law or the Project Documents require to be exercised and done by the Association’s membership; and

WHEREAS, Article VI, Section 6.5 of the Declaration of Covenants, Conditions, and Restrictions calls for the establishment of an Architectural Review Committee for the purpose of acting on all applications for the approval of modifications or improvements to any lot; and,

WHEREAS, Article VI, Section 6.11 of the Declaration of Covenants, Conditions and Restrictions grants the Board the authority to expand the powers, authority and responsibilities of the Architectural Review Committee; and,

WHEREAS, Article VI, VII and VIII of the Declaration of Covenants, Conditions and Restrictions, the Design and Maintenance Standards and various resolutions adopted by the Board of Directors establish procedures and restrictions relative to modifications, improvements and use of the Property (hereinafter referred to as the Documents);

NOW THEREFORE, be it resolved that an Architectural Review Committee shall be established, and that the following procedures for this committee be adopted and implemented herewith:

A. RESPONSIBILITIES

The primary responsibility of the Architectural Review Committee is to act on all applications for the approval of modifications or improvements to any lot as dictated by Article VI of the Declaration of Covenants, Conditions and Restrictions.

The Architectural Review Committee shall not have the power to approve the plans for any improvement that violates any of the express provisions of the Declaration, any Supplemental Declaration applicable thereto, or any provision of the Design and Maintenance Standards without the express approval of the Board of Directors. In all other respects, the Architectural Review Committee may exercise its sole discretion in determining whether to approve, or disapprove any plans, including without limitation, the location of an improvement on a lot.

In addition to acting on applications for modifications or improvements, the Architectural Review Committee is expected to provide the Board of Directors with recommendations regarding:

- Revisions to the Documents (as defined herein)
- Enforcement procedures for violations of the Documents (as defined herein)
- Due process procedures for hearings and appeals
- Hearings and appeals relative to modifications, alterations or use of the Property
B. **ELIGIBILITY**

During the Development Period, the Declarant shall appoint at least three (3) persons to the Architectural Review Committee and shall have the right to appoint all members of the Architectural Review Committee with the power of removal and substitution. After the Development Period shall terminate or, in the discretion of the Declarant, earlier upon no less than thirty (30) days prior notice given to the Board of Directors, the Declarant shall transfer its control of the Architectural Review Committee to the Board of Directors.

When control of the Architectural Review Committee transfers to the Board of Directors, committee candidates and members shall be property owners in good standing. Good standing shall be defined as the absence of any liens, privilege penalty, assessment delinquency, architectural or covenants violation, or pending legal action with the Cameron Station Community Association. However, the Board of Directors reserves the discretionary authority to appoint professional consultants to serve as members of the committee at the expense of the Association. A member shall not serve on more than one committee at a time. There shall not be more than one member of a household serving on the same committee at the same time.

C. **APPOINTMENT AND TERMS (When the Board Controls the ARC)**

Available committee seats will be advertised at least thirty days prior to appointment. Recruitment of candidates may be done through the newsletter, posting in the community center, announcement at the Annual Meeting, or by any other means deemed appropriate by the Board. The Board of Directors will strive to ensure that members from varying house types and locations within the association are represented on its committees.

Interested homeowners must submit a written request for appointment to the Community Manager. Committee members in good standing are eligible for reappointment.

The Board of Directors will announce committee appointments each year at the Annual Meeting for terms beginning in January of the following year. The Board of Directors may make additional appointments throughout the year if vacancies occur.

Committee terms will be staggered so that approximately one half of the committee positions will become available each year. In order to appropriately stagger committee terms, the Board shall initially appoint three members for a one-year term and four members for a two-year term. Thereafter, committee members will be appointed for two-year terms. Members appointed to fill vacancies that occur during the year shall serve for the remainder of the term of the committee member they are replacing.
D. **REMOVAL (when the Board controls the ARC)**

The Board of Directors may remove any committee member, including the chairperson, at any time.

The committee may make recommendations to the Board of Directors regarding the removal of committee members.

A committee member may be removed, upon written notice from the committee chairperson, for failure to attend three consecutive committee meetings without notice or explanation.

E. **ELECTION OF OFFICERS (When the Board Controls the ARC)**

The Board shall appoint the Chairperson of the committee. In January of each year, members of the committee may make recommendations to the Board of Directors for the appointment of a Chairperson. Other officers of the committee may be elected by the committee membership. At a minimum, the committee shall elect a Secretary who shall be responsible for recording accurate minutes of the committee’s meetings and submitting them to the Community Manager, in a timely manner, for inclusion in the monthly Board meeting package and for posting on the web site. Minutes shall include a record of the date, time and place of each meeting. Minutes shall also include a record of committee member attendance and all votes of the committee.

The Chairperson, or his or her designee, shall be responsible for chairing meetings of the committee. In addition, the Chairperson is responsible for responding in a timely manner to committee e-mail messages forwarded from the web site.

F. **MEETINGS (When the Board Controls the ARC)**

Committee meetings shall be held in the community center or other recognized meeting place of the association. All committee meetings shall be open to the membership. In order for the membership to be reasonably informed of committee meetings, the committee Chairperson shall ensure that all regular committee meeting dates of the committee are listed in the newsletter, on the web site, posted in the community center and publicized through any other means of posting that the Board deems appropriate. If it is necessary for the committee to reschedule or cancel a meeting, the committee Chairperson shall notify the management staff at the earliest possible time so that the membership can be reasonably notified. The committee Chairperson shall be responsible for contacting the members of the committee regarding rescheduled or canceled meetings. “Special” meetings or rescheduled meetings may be scheduled by the Chairperson upon five business days posted notice stating the reason for the meeting.

The committee Chairperson shall designate a time period on each meeting agenda for resident input.
A majority of the members of the Committee must be present to convene a meeting or conduct formal voting procedures. The total number of committee members is seven (7). A majority of the members shall be four (4). A majority vote of members while a quorum is present shall constitute a decision of the committee. All voting shall be conducted in open session.

All committee meetings shall be conducted generally in accordance with Robert’s Rules of Order.

G. COMMUNICATIONS (When the Board Controls the ARC)

In the interest of ensuring strong communications between the Board of Directors and the committee, it is expected that the committee Chairperson, or his or her designee, will attend each regularly scheduled business meeting of the Board of Directors. The committee representative will present committee recommendations, update the Board on the status of pending committee tasks, request assistance from the Board, as needed, and answer any questions the Board may have regarding committee assignments.

The committee is expected to maintain regular communications with the Board Liaison designated by the Board of Directors, if any, and with the Community Manager.

It is expected that the committee will provide accurate and timely information about its activities for publication in the newsletter, on the web site and other communication vehicles of the Association. It is the responsibility of the committee to ensure that this information is updated on a regular basis.

H. SUB-COMMITTEES

The committee may designate volunteer sub-committees to work on specific projects on behalf of, and at the direction of, the committee. Sub-committee volunteers are not voting members of the committee unless they have been appointed as such in accordance with Paragraphs B & C of this resolution.

RESOLUTION NO. 23, ARCHITECTURAL REVIEW COMMITTEE CHARTER, WAS DULY ADOPTED BY A UNANIMOUS VOTE AT THE MARCH 19, 2002 MEETING OF THE BOARD OF DIRECTORS.

Jim Duszynski, President

Date