

## **LAURELWOOD HOMEOWNERS ASSOCIATION ARCHITECTURAL COMMITTEE CHARTER**

**PURPOSE:** The Architectural Committee ("Committee"), a standing committee, is chartered for preserving the architectural integrity of that design and has established and distributed standards to further that end. These standards are not intended to stifle the imaginative or creative desires of present and future residents of Laurelwood Homeowners Association, but rather to assure them that adequate protections exist to maintain the appearance, as well as the value, of their property.

### **DUTIES AND RESPONSIBILITIES OF THE COMMITTEE:**

1. Develop guidelines and standards designed to protect the established architectural character of the community.
2. Review plans submitted for exterior alterations and approve or disapprove the plans in a timely manner.
3. Assist Management Company or retained consultant to make periodic and final inspections of work in progress to ensure its timely completion and conformity with approved plans.
4. At the discretion of the manager, assist with resolving comments or complaints from residents involving matters within its field of responsibility and handle them as provided by the Bylaws of the Association.
5. Summarize in writing the Committee's analysis for denial any time an appeal is filed for the Board's review.
6. Take minutes and record all decisions of meetings and present to the Board for review.
7. Monthly walk thru for violations shall be conducted by Management only.

**COMMITTEE MEMBERS:** The Committee members shall be in good standing, and shall be appointed by the Board. The Board may remove any Committee members from the Committee with or without cause.

The total number of Committee members shall consist of not less than three (3) nor more than five (5) persons. Included in the Committee shall be not be less than one and not be more than two Board Members. Chair shall not be a Board Member.

**TERM OF OFFICE:** All Committee members shall be appointed for a term of one (1) year, subject to reappointment by the Board on an annual basis at the beginning of the Association's fiscal year.

**RESIGNATIONS:** Any Committee member may resign at any time by giving written notice to the Board. Such resignation shall take effect on the day of the receipt of such notice or any later time specified therein.

**COMPENSATION:** The Committee members serve in a voluntary capacity at the direction of the Board. Therefore, no Committee member shall receive compensation for services performed on behalf of the Committee.


**REPORTING STRUCTURE:** All Committee activities shall be reported to the Board for review, including, but not limited to, written reports and meeting minutes.

**NON-LIABILITY FOR APPROVAL:** Plans and specifications are not approved for (a) engineering design, (b) compliance with zoning and building ordinances, and other applicable statutes, ordinances, or governmental rules or regulations, (c) compliance with the requirements of any public utility, (d) any easements or other agreement, or (e) preservation of any view. By approving submitted plans and specifications, neither the Committee, any member thereof, the Association, the Owner, the Board, agents, employees, attorneys or consultants of any of the foregoing, assume liability or responsibility therefor, or for any defect in any Improvements constructed from such plans and specifications for any obstruction or impairment of view caused or created as the result of any Improvements approved by the Committee.

Adopted this \_\_\_ day of 20\_\_

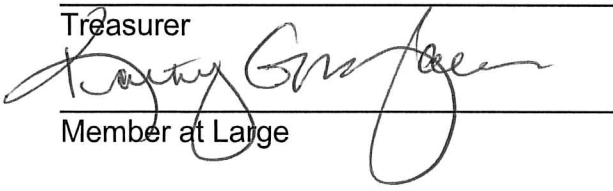
**BOARD OF DIRECTORS**

  
\_\_\_\_\_  
President Date 1-16-18

  
\_\_\_\_\_  
Vice President Date 1-16-2018

\_\_\_\_\_  
Secretary Date \_\_\_\_\_

\_\_\_\_\_  
Treasurer Date \_\_\_\_\_

  
\_\_\_\_\_  
Member at Large Date 1-16-18