

# LAKESIDE COMMUNITY OWNERS' ASSOCIATION

## COMMITTEE CHARTER FOR THE ARCHITECTURAL REVIEW COMMITTEE

As approved by the Board of Directors ("Board") of the Lakeside Community Owners' Association ("Association"), the Architectural Review Committee (also known as the "Planning Committee" in the CC&Rs) ("Committee") is hereby formed in accordance with the following:

**PURPOSE:** The purpose of the Committee is to consider and act upon proposals and plans for Improvements submitted to the Committee; to determine compliance of the proposals and plans; to propose to the Board Design or Architectural Rules; and to perform and carry out other duties delegated to the Committee by the Board and as required by the Declaration.

### **GUIDELINES:**

*The Committee Shall:*

1. Be provided information that should be held confidential and shared only within the Committee and the Board.
2. Review and analyze the current Design or Architectural Rules and Declaration to ensure a basic understanding of the same when considering applications.
3. Ensure the guidelines serve the best interest of the Association and make recommendations to the Board to amend the same, as necessary.
4. Review and analyze all written requests for approval of Improvements or modifications on any Lot in the Lakeside development, as described in Section 11.03 of the Declaration, and issue a decision of approval or denial of the request based upon the factors outlined in Section 11.04 of the Declaration.
5. Maintain records of all plans and requests, as submitted by Members of the Association, in a professional manner.
6. Inspect and ascertain the status of the construction of Improvements and modifications on Lots in the Lakeside development, as needed and as further provided in Section 11.05 of the Declaration.
7. Notify the Board or management when any Member of the Association has failed to complete the construction of Improvements and modifications in a timely manner, as provided in Section 11.06 of the Declaration, and in compliance with conditions of the Committee's approval of a requested Improvement or modification.
8. Act on behalf of the Association in the narrow set of circumstances outlined in Article 11 of the Declaration or as otherwise authorized by an act of the Board.
9. Work with the Association's management and other committees on addressing resident requests and issues, and other logistical matters.
10. Ensure any community-wide communications are approved by a majority of a quorum of the Committee.
11. Prepare and submit reports and recommendations to the Board for the Board's review and consideration, upon the initiative of the Committee or upon the Board's request.
12. Comply with all duties and responsibilities assigned to the Committee in the Declaration and as otherwise assigned to the Committee by the Board.

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*The Committee Shall Not:*

1. Spend Association funds or incur debt on behalf of the Association unless otherwise authorized by the Board.
2. Act on behalf of the Board or the Association, except with respect to the terms of this Charter with respect to matters relating to compliance with the Association's Governing Documents.

### **COMMITTEE MEMBERSHIP:**

*The Membership of the Architectural Review Committee shall:*

1. Consist of up to five members that shall also be Members of the Association.
2. Serve at the pleasure of the Board.
3. Serve terms lasting one year, which may continue until the Board's appointment of a replacement member of the Committee, or upon resignation or removal by the Board. The Board shall fill vacancies on the Committee.
4. Appoint a member of the Committee to be responsible for recording and preparing the minutes of Committee meetings and for providing Management and the Secretary of the Board copies of the minutes and notices of upcoming Committee meetings.
5. Require individual members of the Committee to not participate in the deliberation or decision-making process of the Committee when the Committee considers a request for approval on the Lot owned by the member of the Committee.
  - a. In this situation, members of the Committee shall participate in the Committee's consideration of their request to the same extent as Members of the Association that are not members of the Committee.

### **CHAIR GUIDELINES:**

*The Committee Chair shall:*

1. Preside over Committee proceedings and, upon consulting with Committee members, coordinate meeting schedules, agendas, and assign tasks and responsibilities.
2. Be available to the Board and be email proficient.
3. Be appointed on an annual basis to serve a one-year term as chairperson, which shall expire upon the Board's appointment of a replacement.
4. Provide regular updates on the business of the Committee to the Board, upon the request of the Board.

**GENERAL:** Committee meetings shall be open to invited Members of the Association, unless the meeting may be held in executive session as provided in Civil Code Section 4935. The schedule of meetings shall be published in a manner to provide general notice to Members of the Association. Any matter to be brought before the Committee for a vote should be submitted in writing to the Chairperson and distributed to the Committee at least two days prior to the scheduled meeting.

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**COMMITTEE PRODUCTS:** The Committee shall provide the Board, upon the Board's request, regular reports of the functions and activities of the Committee. All reports shall be submitted to management ten days prior to a scheduled Board meeting.

### CERTIFICATE OF ADOPTION

I hereby certify that I am the Secretary of the Association and that the foregoing Committee Charter is a true copy of the Committee Charter approved by the Board at its meeting held on \_\_\_\_\_, at which a quorum of the Directors was present. I further certify that the foregoing Committee Charter is in full force and effect, and that the same have not been rescinded, amended, nor modified.

Dated: \_\_\_\_\_, 2022      By: \_\_\_\_\_

Lisa Petersen, Secretary