

ARCHITECTURAL COMMITTEE ORGANIZATION**1. Membership**

The Covenants state that “Members of the Architectural Committee shall be appointed by and serve at the pleasure of the Board.” They further specify that the Committee shall consist of at least three members, none of whom is required to be an architect or a member, officer or director of the Association or to meet any other particular qualifications. However, although not specifically required by the Covenants, members should have an interest and, ideally, some experience in making aesthetic and practical judgments on housing construction, remodeling and landscaping.

The Covenants also empower the Board, at its discretion, to increase or decrease (if there are more than three members) the size of the Committee. In 1998, the Committee recommended and the Board approved a plan whereby the number of Committee members would be seven in order that, if at all possible, there would be one representative from each neighborhood.

In addition to voting members of the Committee, a Board member is appointed to act as official liaison between the Board and the Committee and serve in a nonvoting capacity. This Board liaison appointee also reports the activities of the Committee to the Board.

Members of the Committee may be removed for persistent failure to attend meetings and/or to perform assigned duties. Failure to attend any three consecutive meetings and/or to complete on time any assignments shall be sufficient cause for removal.

2. Voting

- a. **Quorum** - A quorum shall consist of a simple majority of voting members, but never less than three. If total membership consists of an even number, then half the membership shall constitute a quorum.
- b. **Voting** - Committee decisions on homeowner applications and all other architectural/landscaping matters except new procedural rules or guidelines shall be made by a majority vote of members present at a meeting at which there is a quorum. No Committee member may vote in matters with respect to his/her own application or to applications in which he/she has an interest.

New procedural rules, the promulgation of new guidelines or the elimination of rules or guidelines, require the vote or written consent of a majority of the entire Committee. The same majority approval is required for the removal of a Committee member for cause; the member whose removal is being considered has the right to participate in the vote.

- c. **Proxies** - There are certain architectural requests for which approved plans exist and/or are otherwise routine. In these instances, the Committee may authorize the Chair to approve the application in the interest of expediency. Such authorization must be confirmed and approved by vote at the next regular meeting. No other proxy votes are permitted.

3. **Meetings**

The Committee shall hold meetings at regular intervals, but not less frequently than quarterly, throughout the year and special meetings at its own discretion. The schedule of regular meetings shall be made known in advance to the Board, the ROA manager and the membership.

4. **Officers and Their Duties**

The officers of the Committee are a Chairperson and a Vice Chairperson. The Chairperson shall be appointed by the Board of Directors. Other officers may be appointed by the Chairperson as deemed appropriate.

Duties:

- a. **Chairperson** - The Chairperson shall preside at all meetings, inform members of dates, times and locations; have sole responsibility for seeing that all Committee orders and decisions, written or otherwise, are executed; represent the Committee, when necessary, at all official community functions; and report regularly with the Board.
- b. **Vice Chairperson** - The Vice Chairperson shall act in the Chairperson's absence, inability or refusal to act and shall discharge any other duties as may be required by the Committee.