

Architectural Review Committee Hiddenbrook Homes Association

Whereas, Section 55.1-1819 of the Virginia Property Owners' Association Act (the "Act") provides that the Board of Directors of Hiddenbrook Homeowners Association (the "Board of Directors" or "Board") "shall have the power to establish, adopt and enforce rules and regulations with respect to such areas of responsibility assigned to the Association by the Declaration, except where expressly reserved by the Declaration to members;" and

Whereas, Article IX, Section 1, of the Hiddenbrook Homeowners Association Bylaws provides that "the Board may create any committee it deems appropriate and appoint members to the committee;" and

Whereas, it is in the best interest of the Hiddenbrook Homeowner's Association members to have a committee to assist in architecture review activities; and

Whereas, the Board of Directors (BoD) has identified such a committee; and

Whereas, the Board of Directors agrees that the purpose of the Committee is to ensure members of the Association are kept informed of ARC activities, events or issues pertaining to the Hiddenbrook community, the committee shall be conducted and operate according to the following articles:

Article I

GUIDELINES FOR JOINING THE COMMITTEE

- Any Hiddenbrook HOA member in good standing may join this committee.
- A Hiddenbrook BoD member will be appointed as a liaison and an active member of this committee. During HOA Board of Directors meetings, when an appeal is presented, any BoD member also a part of the committee, may participate in all discussions in regards to this committee but may not participate in a final decision vote.
- A new committee member shall be entitled to full voting privileges for committee recommendations to the Board of Directors at the start of the two consecutive committee meeting in which they attend. If an active committee member has three consecutive unexcused absences or does not reply in a timely manner to application they may be removed by the board.
- Any committee member whose Hiddenbrook HOA account becomes past due by more than 90 days shall immediately be considered an inactive committee member until their account is brought current.
- If the committee has no active members, the Board of Directors may vote to appoint an Association member in good standing to become an active and voting member of the committee effective immediately.

- All committee members serve on a voluntary basis. No officer or member shall benefit or profit at any time for his or her service to the Association.
- The committee is expected to have representation at all HOA Board of Directors meetings or submit a written committee update.
- All committee members shall keep in mind they have volunteered to serve in the best interest of the entire community.

Article II

SPECIFIC RESPONSIBILITIES OF THE ARCHITECTURAL REVIEW COMMITTEE

To ensure compliance with its responsibility the ARC Committee shall:

1. Consistently review and timely respond to applications on SmartWebs.
2. Report any ARC violations, issues or concerns to the Property Manager. Assist the Property Manager in keeping track of ARC violations by annually inspecting the entire community to track the ongoing violations and identify any new issues that may arise.
3. Review and expeditiously respond to all ARC issues and applications submitted by the Property Manager, Board Members, or Homeowners.
4. Coordinate, conduct and report to the BoD on any ARC based activities (i.e. House Beautiful Contest).
5. Periodically review and make recommended changes to the ARC guidelines to the Board of Directors.
6. Any expenses that exceed or differ from the annual budget must be pre-approved by the board.
7. Coordinate overlapping activities with the chair of other committees as appropriate.
8. Provide receipts and justification for all related expenditures and reimbursements.
9. Report to the treasurer, by July 31st of each year, the desired budget allocation needed for ARC functions and activities.
10. Respect all homeowner information as personal and follow association privacy guidelines.

Article III

DUTIES AND RESPONSIBILITIES OF THE ARC Chairperson(s)

Committee members are advisors to the Board of Directors. Their primary role is not to establish policies but rather to provide information and options to enable the Board of Directors to make fully informed decisions for the Association. Though committee officers do have special duties to perform, their position does not afford them special consideration, privileges or voting rights above and beyond non-chairman members. Every volunteer of the

committee has an equal right to express their opinions and ideas as to how to best serve the interests of the community.

The duties and responsibilities of the Chairperson or Co-Chairpersons shall be as follows:

1. Designate a time and place for meetings, call the meeting to order and conduct the meeting in a professional and efficient manner.
2. Ensure all committee members are informed of current events and activities in regards to the committee responsibilities.
3. Act as a liaison between the committee and the Board of Directors.
4. Be present at committee meetings and the Board of Directors meetings at which a report of committee activities shall be presented or present a written update for review.
5. Ensure all committee recommendations and matters of business are reported to the Board of Directors.
6. Record and keep complete minutes of all committee meetings and forward the minutes to the committee members and Board of Directors.
7. Monitor committee expenditures to ensure budget is not exceeded.
8. Provide committee charter information to all committee members.

I hereby certify that the foregoing policy was duly adopted by the Board of Directors in a Board meeting on the 12 day of April, 2021 and is effective on the 12 day of April, 2021.



Clive Bayliss, President
Hiddenbrook Homeowners Association