

## ***Architectural Review Committee Charter***

### **General Preamble**

The Board of Directors will appoint all standing committees, their chairpersons, and members of committees. A standing committee may from time to time, appoint sub-committee(s) to report through the standing committee. At the request of a standing committee, the Board may appoint additional committee members to fill in during member absences and for administrative assistance. All standing committees will consist of members in good standing.

The Board may appoint non-voting ex officio members to committees. All annual committee terms begin on October 1<sup>st</sup> and end on September 30<sup>th</sup>. Committee members may seek re-appointment annually.

The Association Manager or Assistant Manager may be a non-voting ex officio member of all committees. Each standing committee, except Finance, will have a Director who will be a liaison between that committee and the Board of Directors.

Article IX of the Bylaws states, "Committees shall have only the authority to carry out the duties given to them in the Declaration, and Bylaws."

Each committee member is expected to fulfill their responsibilities and obligations to their assigned committee and must carry out their duties in a manner consistent with the Code of Ethics and Rules of Conduct adopted by the Board of Directors.

All committee members are required to attend scheduled meetings in person, by video call or telephone. The chair may grant a maximum of three (3) excused absences. Unexcused absences must be reported in the minutes where the absence has occurred. Three (3) unexcused absences will cause the chair to recommend dismissal from the committee to the Board of Directors.

All committee recommendations that require Board action should be distributed to all HOA Directors prior to that month's workshop. Supporting documentation should also be provided. Budget recommendations should be presented to the Board through the committee liaison. Those approved by the Board should be forwarded to management to apply cost figures and then forwarded to the Finance Committee to be included in the Operations or Deferred budget.

The committee secretary will provide committee members draft meeting minutes within seven days of the meeting. A copy of approved minutes will be provided to the HOA Manager as part of the Official Association Records. The HOA Manager will have the approved minutes posted to the HOA Website.

Following each committee meeting, the committee chair or his/her designee shall prepare a brief written report suitable for publication regarding activities of the committee that are of interest to the community. The chairperson or a designate from the committee will deliver the report to the Board at the monthly workshop following their meeting(s).

**\_\_\_\_\_ End of General Preamble \_\_\_\_\_**

### **Committee Charter**

The Architectural Review Committee will consist of no more than 9 voting members serving a term of one year. The chairperson will establish meeting times, dates and meeting agendas including items requested by committee members.

The committee shall choose a Secretary.

In December of each year, the committee shall present a year-end report to the Board that includes unfinished projects and outstanding issues.

To carry out the duties and responsibilities of the Architectural Review Committee, all committee members must commit to attend two meetings per month.

All committee members will commit to work with a partner as assigned by the chair to conduct zone inspections for violations and to review applications in a timely manner.

## ***Herons Glen Homeowners Association, Inc.***

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The **Architectural Review Committee** shall advise and recommend to the HOA Board in their area of responsibility as follows:

1. Prepare Construction Standards to be used by lot owners in the construction of homes in Herons Glen.
2. Prepare Design and Development Guidelines that add clarity to the Declaration of Covenants and more detail on the standards to be applied in reviewing homeowner's applications for construction or reconstruction changes.
3. Submit standards and guidelines to the HOA Board for review and approval.
4. Prepare Committee Policies & Procedures.
5. Communicate standards, guidelines and procedures to homeowners and contractors.
6. Review all applications for work within 45 days.
7. Prepare a recommendation to the HOA for any variance to the standards and guidelines requested by a homeowner.
8. Monitor compliance with the Declaration of Covenants provisions on Signs, Antennas, Pools, Air Conditioning Units, Lighting, Exterior Decorations, Energy Conservation Equipment, On Site Fuel Storage, Storm Precautions, Window Coverings, and Mailboxes.
9. Advise the HOA Board on matters concerning the maintenance and repair of all buildings owned or controlled by the HOA.

### **Code of Ethics and Rules of Conduct**

**The Board of Directors of Herons Glen Home owners Association has the obligation and duty to make decisions for the entire Community and it is responsible to set a standard and tone of behavior that is conducive to the best interest of the entire Community. The HOA Board of Directors hereby adopts the following code of ethics and conduct that is applicable to all Board members and committee volunteers serving the community.**

1. The Board of Directors and committee members will use its best efforts at all times to make decisions that are consistent with high principles and to protect and enhance the safety and property of the community.
2. No gifts of any type will be accepted by any Board member or committee volunteer from any resident, contractor or supplier in an attempt to influence the member's carrying out the business of the community.
3. The Board and committee members will protect confidentiality of other Board Members personal lives, as well as all residents' personal lives.
4. Language and decorum at meetings shall be kept professional. Though differences of opinion are inevitable, they must be expressed in a clear, courteous and professional manner.
5. Board and committee members shall at all times maintain the confidentiality when required of all legal and personnel matters involving the Board.
6. Board and committee members shall not engage in any form of defamation, by any means, of another Board member, volunteer, resident, or employees.
7. Board and committee members shall not in any way harass, threaten or otherwise attempt to intimidate any Board member, volunteer, employee or resident.
8. Understand that no one is infallible and errors may occur, however corrections should be made in a courteous and professional manner.
9. In the best interest of conducting the business of the Board no Board member should be intentionally surprised with new information in carrying out the business of the Board.

#### **History**

**General Preamble Charter- amended at the March 11, 2009 HOA Board Meeting; amended at the February 09, 2011 HOA Board Meeting; amended at the June 15, 2011 HOA Board Meeting; amended at the January 13, 2016 HOA Board Meeting; amended at the December 14, 2016 HOA Board Meeting; amended at the January 10, 2018 HOA Board Meeting; amended at the June 10, 2020 HOA Board Meeting; amended at the November 10, 2020 HOA Board Meeting.**

**Architectural Review Committee Charter-approved at the March 12, 2008 HOA Board Meeting; amended at the February 11, 2009 HOA Board Meeting; amended at the March 11, 2009 HOA Board Meeting; amended at the February 10, 2010 HOA Board Meeting; amended at the June 15, 2011 HOA Board Meeting; amended at the December 14, 2016 HOA Board Meeting; amended at the June 10, 2020 HOA Board Meeting; amended at the November 10, 2020 HOA Board Meeting.**

**Code of Ethics and Rules of Conduct- adopted at the September 30, 2008 HOA Special Board meeting as Document 2008-23; amended at the November 12, 2008 Board Meeting.**