

Architectural Committee Charter

Approved by the Board of Directors on January 11, 2021



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A. Purpose

The Architectural Committee (ARC) implements the standards for all new construction and renovation of permanent structures and hardscape in Mountain Park according to the CC&Rs and policies and procedures enacted by the HOA's Board of Directors (Board). The ARC may find HOA members in violation of standards and impose fines for violations with the approval of the Board.

B. Composition; Board Appointed Liaison; Quorum

The ARC shall consist of not less than three (3) people with priority given to members residing or owning property in Mt. Park, including one member of the Board of Directors, who acts as a liaison with the Board. One

(1) non-resident or non-owner with relevant building and architectural expertise may be appointed to the committee if no HOA members can be found with equivalent expertise. All committee members, including the Board liaison, have one vote each. Assigned staff are not members of the committee and have no vote. A quorum consists of a majority of the ARC members who comprise the committee.

C. Responsibilities; Goals and Objectives; Performance Evaluation

Responsibilities

The ARC is charged with reviewing all applications for new construction and renovation of permanent structures and hardscape in Mountain Park and, if appropriate, imposing penalty fines for violations. The ARC is responsible for ensuring consistent application of MPHOA Architectural Policies and Procedures when making its decisions for all applications as well as in all contested and uncontested notice of violation (NOV) actions. All ARC compliance decisions are reviewed for final decision by the Board.

If HOA members request a hearing to contest a NOV and proposed fine, the ARC has been delegated the authority by the Board to hold hearings in these contested matters. After the committee's hearing and decision, the dissatisfied HOA member may appeal the matter to the Board in accordance with applicable appeal procedures.

The ARC is charged with proposing amendments to the Architectural Policies and Procedures for consideration by the Board.

The ARC is responsible for establishing goals and objectives for carrying out its responsibilities and evaluating its performance.

ARC Goals and Objectives

- Provide members with a clear application process as they seek to improve their property's appearance.
- Ensure that the property values of the neighborhood remain high by approving applications that are in keeping with the aesthetic and quality standards of the community.
- Ensure applications are submitted for new construction and renovation of permanent structures and hardscape in Mountain Park.
- Ensure applications are reviewed fairly and quickly and the applicant receives a prompt response.
- Ensure consistent application of rules and adherence to applicable procedures in committee actions.
- Ensure committee expertise by providing training on rules and procedures.

Ensure effective coordination with other committees, in particular the Home Maintenance and Common Property Committees.

- Communicate effectively with members about expectations and actions regarding architectural policies and procedures to build strong community support.
- Review policies and procedures annually to determine if they reflect Board direction and priorities and the community's evolving needs.
- Make recommendations to the Board on needed policy and procedure revisions.
- Increase committee members' satisfaction with their service on the committee.

Performance Measurements

Monthly

- Number of applications submitted in accordance with the architectural policies and procedures
- Average time to respond to applications submitted
- Reduce number of courtesy letters and NOV's issued
- Number of Board appeals/results

Yearly

- Effective communications to members about architectural policy issues
- Assessment of rules/proposed changes
- Assessment of applicants' satisfaction with ARC process
- Assessment of committee members' satisfaction

D. Operating Standards and Processes

The ARC will ensure equitable and consistent application of the Architectural Policies and Procedures when performing its responsibilities. The ARC members will abide by all governance policies adopted by the Board when conducting ARC business on behalf of the HOA. Committee members will follow any ground rules and policies adopted by the committee for conducting and participating in meetings.

E. Meetings and Agendas

The ARC committee will meet monthly at the time, place and in the manner established by the committee and Board. Committee members may participate remotely. HOA members will be provided with notice of ARC meetings on the HOA's website to encourage attendance of HOA members at committee meetings.

Meeting agendas are the primary responsibility of the committee chair and are developed with the assistance of the committee's assigned staff. Agendas will be made available to HOA members in advance of the meeting to

advise members of agenda topics of interest to them.

F. Committee Budget

The ARC has no budget.

G. Reports

The committee's liaison to the Board, or the person delegated by the liaison in his or her absence, will report at least monthly to the Board on ARC activities and submit a list of ARC decisions for Board ratification.

The ARC will provide the Board with an assessment of its performance at least yearly based on the goals, objectives, and performance measurements it has adopted.