

ESPLANADE AT ARTISAN LAKES COMMUNITY ASSOCIATION, INC.

Advisory Committee Charter

Creation of the Architectural Review Committee

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THE BOARD OF DIRECTORS (THE "BOARD") OF THE ESPLANADE AT ARTISAN LAKES COMMUNITY ASSOCIATION, INC. (the "ASSOCIATION") HEREBY RESOLVES to create an Architectural Review Committee ("ARC"), as an advisory body for the purposes set forth herein.

Purposes

The Committee's overall purpose is to maintain the aesthetic integrity of the community according to the governing documents that all Association members must follow. This purpose is accomplished through community inspections performed by the Board, Management, and the Committee. The Committee reviews all architectural/property changes which the Association's governing documents describe as requiring approval. The Committee will follow established architectural control standards as approved by the Board and will inform all homeowners of those standards. The standards should not excessively limit desires of residents, while ensuring adherence to the architectural control standards. This approach will help maintain the appearance and value of homeowners' properties. As set forth in the Association's governing documents, the Developer may deny or require modifications to any application until the last lot owned by the Developer is closed. After such time the Board assumes total control of the Committee and the application process. All members of the Committee shall be property homeowners within the community.

The Committee will report, summarize, and advise management, while conducting themselves in a professional manner and conveying timely, accurate, and objective information to the Board.

Composition of Committee and Appointment of Committee Members

The committee shall be comprised of three (3) or five (5) voting members plus additional non-voting members from EAL as needed; all in good standing with no open violations and not delinquent on any amounts due to EAL. Non-Voting ARC members may attend ARC meetings as observers or in an administrative capacity. Non-Voting ARC members may handle various ARC tasks as well as residential inspections before, during and after ARC work is completed. Non-Voting ARC members will summarize inspection findings with a report back to the ARC committee.

Interested homeowners must submit a written request for appointment to the Board on the form provided by the Board. Volunteer positions are open to any member within the Association willing to assist except that no member may serve on the Committee if they are an officer, director or employee of the Association.

Only one (1) person per household may serve on the Committee. Spouses or partners of Board members are eligible to serve on the Committee.

In making appointments to the Committee, the Board will consider a prospective Committee member's experience, training, knowledge, skills, and other information relevant to evaluating the candidate's competence. Committee members will be appointed by the Board in its sole and absolute discretion. The Committee members shall elect a chairperson, a vice chairperson and a secretary by a majority vote at an organizational meeting following their appointment. The chairperson shall be the sole point of contact to the Board and management team.

The Board may remove or replace any Committee member with or without cause, including for missing three (3) meetings in any Committee term. In the event of any vacancy on the Committee the President of the Association shall appoint a replacement to serve until the next annual appointment of Committee members.

Duties, Responsibilities, and Limitations

The duties and responsibilities of the Committee are outlined below. The performance of these duties by the Committee shall not relieve the Board of its responsibilities under any existing contract.

1. The Chairperson shall provide Management with written decisions of each alteration/change request. Management is to provide an official written approval letter listing any stipulations to the applicant.

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Management shall also provide the applicant with a denial letter when applicable. Work may not commence until the written approval is provided.

2. The Committee shall meet as needed to ensure prompt handling of all issues and responsibilities, but at a minimum, monthly.

3. A written quarterly report of all regular meetings and ongoing issues will be provided to the Board at the regularly scheduled meetings.

4. The ARC shall assist with inspections with Compliance members and/or Management, of residential lots visible from the street, and the common areas; reporting to the Compliance Committee and/or Board any unapproved alterations, approved alterations not being maintained or other issues within the purview of the ARC's responsibilities as defined in this Charter or EAL's documents.

5. The Committee shall ensure that the member receives an approval or disapproval of any submitted plans for changes requiring Committee approval within 45 days of receipt of a completed application as set forth within the Association's governing documents. A request from the Committee for additional information or materials may be given to the applicant within 45 days after the date of receipt by the Committee of all submissions for the application and the additional period of time, if applicable.

6. The Committee may make periodic as well as final inspections of work in progress to insure its timely completion and conformity with approved plans.

7. The Committee shall provide an annual report for the Annual Meeting as requested by the Board.

8. When requested by the Board, the Committee will participate in the Board's periodic open meetings with homeowners to provide pertinent, non-confidential information and to address concerns and/or questions.

9. All reports, studies, recommendations, observations, etc., generated by the Committee shall be part of the official records of the Association and incorporated with the minutes of Board meetings when these are submitted to the Board.

10. The Committee shall maintain the EAL Architectural Guidelines, compiling a list of requested changes and submitted to the Board no more than once annually. The list of suggested changes shall be made an agenda item for a Board Meeting, open to resident feedback at the meeting, with approval/disapproval by the Board.

Meetings

The Committee shall meet at a regularly scheduled day and time each month. The Chairperson can modify meetings as necessary (e.g. cancel, additional meeting scheduled) by reasonable notice by electronic or other means acceptable to the Committee members. All meetings will be noticed at least 48 hours in advance in the same manner as is required for a meeting of the Board. A quorum shall be established by a majority of Committee members present and any matter which is to be decided by a vote may be decided by a majority of those in attendance. Members of the Committee may attend Committee meetings, in person, via telephone or other electronic means. The Committee chairperson may invite other individuals to attend meetings and provide pertinent information but may not compel attendance. All Committee meetings must be publicly posted at least 48 hours in advance and are open to all residents.

Minutes of Committee meetings shall be made and furnished to the Community Association Manager within fifteen (15) days after each meeting. The Committee shall maintain records of all actions, to include minutes of all meetings. The record of actions shall include the name of the Committee member, the time and date, and the action taken.

Reports

The Committee shall make regular reports to the Board through the chairperson. The report shall be delivered to the Association manager no later than ten (10) days prior to the Board's quarterly meeting, or other meetings as directed by the Board.

All reports, studies, meeting minutes, and other materials generated by the Committee shall be part of the official records of the Association and shall be open to inspection by or be available for delivery to the members of the Association according to reasonable rules established by the Association for responding to records requests.

Committee Recommendations

All Committee recommendations shall be approved by majority vote of the Committee members present at a meeting at which a quorum is present.

Amendments

The Board of Directors may amend or revoke this Architectural Review Committee Charter at any time.

Limitation on Committee Authority

The Committee has no expressed or implied power or authority. The Committee is not authorized to obligate the Association financially or legally in any manner. (i.e., contract for services, hire contractors, borrow money, purchase equipment or supplies, or approve such a request on behalf of the Board). The Board also has the right and authority to act and/or make decisions with or without involving any committees and to act and/or make decisions which are consistent with and/or contrary, in whole or in part, to any committee or subcommittee recommendations, should they see the need.

Social Media Policy

No Committee member may comment on, or participate in, discussions on social media platforms or other public forums on matters arising out of their service on the Committee without first obtaining authorization from the Association's Board.

The foregoing resolution is approved and adopted by the Board of Directors of the Esplanade at Artisan Lakes Community Association, Inc., meeting this 8th day of April, 2026.



**On Behalf of the Board of Directors
Diane Green
President**

