

# **ESPLANADE AT ARTISAN LAKES COMMUNITY ASSOCIATION, INC.**

## **Advisory Committee Charter Creation of the Architectural Review Committee**

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.

### **Purpose**

The ARC'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 ARC. The ARC reviews all architectural/property changes which the Association governing documents describe as requiring approval. The ARC 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 ARC and the application process. All members of the ARC shall be property homeowners within the community.

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

### **Duties, Responsibilities and Limitations**

The duties and responsibilities of the ARC are outlined below. The performance of these duties by the ARC 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. Management shall also provide the applicant with a denial letter when applicable. Work may not commence until the written approval is provided.
2. The ARC shall meet as needed to ensure prompt handling of all issues and responsibilities, but at a minimum, monthly. A written quarterly report of all regular meetings and ongoing issues will be provided to the Board at the regularly scheduled meetings.
3. The ARC shall perform an annual inspection of the Association properties including individual lots visible from the street, and common areas, and report to the 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 the Association's documents.
4. The ARC shall ensure that the member receives an approval or disapproval of any submitted plans for changes requiring ARC approval within 45 days of receipt of a completed application as set forth within the Association's governing documents. A request from the ARC for additional information or materials may be given to the applicant within 45 days after the date of receipt by the ARC of all submissions for the application and the additional period of time, if applicable.
5. The ARC may make periodic as well as final inspections of work in progress to insure its timely completion and conformity with approved plans.
6. The ARC shall provide an annual report for the Annual Meeting as requested by the Board.
7. When requested by the Board, the ARC will participate in the Board's periodic open meetings with homeowners to provide pertinent, non-confidential information and to address concerns and/or questions.
8. All reports, studies, recommendations, observations, etc., generated by the ARC 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.

### **Composition of Committee and Selection of Members**

This committee shall be comprised of ~~three (3) or five (5)~~ seven (7) members from the Association. 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 only one (1) person per household may serve on the ARC and spouses or partners of Board members are not eligible to serve on the ARC. In making appointments to

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

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

#### **Meetings**

The ARC 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 ARC 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 ARC 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 ARC may attend ARC meetings, in person, via telephone or other electronic means. The ARC Chairperson may invite other individuals to attend meetings and provide pertinent information but may not compel attendance. All ARC meetings must be publicly posted at least 48 hours in advance and are open to all residents.

Minutes of ARC meetings shall be made and furnished to the Community Association Manager within fifteen (15) days after each meeting. The ARC 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.

#### **Committee Recommendations**

All ARC 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 ARC Charter at any time.

#### **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 ARC 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 27 day of Aug, 2025.

  
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On Behalf of the Board of Directors