



Esplanade At Artisan Lakes (EAL) Community Association, Inc.

Architectural Review Committee

The Board of Directors (the Board) of Esplanade at Artisan Lakes Community Association (EAL) 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. The purpose is accomplished through community inspections performed by the Board, Management and the ARC. The ARC reviews all architectural/property changes which EAL 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. This approach will help maintain the appearance and value of homeowner's properties. All members of the ARC shall be property homeowners within EAL 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 ARC shall provide Management with written decisions of each alteration/change request as a permanent record for the homeowner's address. Management, or optionally the ARC Committee, is to provide an official written approval letter listing any stipulations to the applicant; or 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.
3. 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.

4. The ARC shall ensure that the member receives an approval, a request for more information or disapproval for the submitted ARC Application within 45 days of receipt of a completed application.
5. The ARC member may make periodic as well as final inspections of work in progress to insure its timely completion and conformity with approved plans.
6. A written quarterly report of all regular meetings and ongoing issues will be provided to the Board at the regularly scheduled Board meeting.
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 EAL and incorporated with the Board Minutes when these are submitted to the Board.
9. ARC 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.

COMPOSITION OF COMMITTEE AND SELECTION OF MEMBERS

The ARC 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 EAL 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 service on ARC as a voting-member. In making appointments to the ARC, the ARC Chairperson and/or 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 at the annual meeting or as otherwise called by the Board. The Committee members shall elect a chairperson, a vice chair, a secretary by a majority vote at an organizational meeting following their appointment; or as necessary to fill vacant positions. The chairperson shall be the sole point of contact to the Board and HOA Management team.

MEETINGS

The ARC shall meet at a regularly scheduled day and time each month. The Chairperson can modify meetings as necessary (e.g. cancel, add additional meetings) 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 voting-members present, and any matter which is to be decided by a vote, maybe be decided by a majority of those voting-members 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.

COMMITTEE RECOMMENDATIONS

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

AMENDMENTS

The Board 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 Board.

The foregoing resolution is approved and adopted by the Board of Directors of EAL at the Board Meeting on May 14th 2025.



Joe Marciano, President