

# Architectural Committee Charter

Whereas, Elk Valley Ranch Property Owners Association (POA) Board of Directors (BoD) has voted to establish an Architecture Committee, and

Whereas, this committee will require definition of its responsibilities and structure, this charter document is adopted by the BoD on \_\_\_\_\_, 2014, and hereby becomes part of the operating governance of the POA BoD.

## 1.0 Membership

The Architectural Committee shall consist of a Chairman and two additional members. These members must be POA property owners in good standing nominated by the President of the POA Board of Directors and approved by the Board of Directors at its first meeting at the time of each Annual Meeting.

The Chairman of the Architectural Committee must be an active member of the BoD.

## 2.0 Duties

The Architectural Committee has the primary and exclusive jurisdiction to interpret, administer, and enforce all Covenants, Conditions and Restrictions (CCRs) of the Association related to the use of individual lots within the Elk Valley Ranch development, and to find all facts relative to any claimed or suspected violation. The Architectural Committee ensures that all of the Architectural Controls, Architectural Restrictions, Land Use Restrictions, and Building and Landscaping Restrictions detailed in these covenants are followed; it issues written approval for proposed projects based upon its evaluation of plans submitted to it; it performs inspections to verify that structures and land use are in conformity with these covenants; and it investigates and resolves complaints of alleged violations of these covenants.

Current CCRs have relatively few restrictions on use of personal property in Elk Valley Ranch. However, if future changes to the CCRs should add or change restrictions, this committee will have the authority to enforce such future changes as well.

## 3.0 Meetings

Meeting of the Architectural Committee will be on call as needed. The President of the BoD may call a meeting or the Chairman of the committee may also call a meeting as needed. Meetings may be held in person, by phone, or by email as deemed appropriate by the Chairman.

## 4.0 Records

The Chairman of the Architectural Committee is responsible for maintaining accurate and correct records for each of the actions taken by the Architectural Committee, preparing minutes for its meetings, and issuing written approvals as provided in this document. Copies of all Architectural Committee records must be filed with the Secretary of the POA BoD.

The Chairman of the Architectural Committee will give reports of committee activities at the BoD meetings.

Signed:

Date \_\_\_\_\_

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President, POA BoD

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Secretary, POA BoD