

# SUNHOLLOW HOA ARCHITECTURAL AND RULES AND REGULATIONS COMMITTEE CHARTER

## ARCHITECTURAL

### 1. **Purpose and Responsibilities of the Architectural Committee:**

- A. To propose standards and guidelines for adoption by the Board of Directors for all architectural alterations, changes and additions in order to help homeowners in their planning of proposed projects, maintain architectural harmony in the Community and enhance property values.
- B. To administer and review all written requests for architectural alterations, changes and additions which may affect the exterior appearance of any dwelling, lot or common area.
- C. To communicate with, as appropriate, immediate adjacent neighbors regarding proposed changes to a neighbor's lot. Permit input from neighbor's concerning proposed plans prior to a decision from the Committee.
- D. To observe the area which will be affected by any change, to vote for approval or disapproval of any such change. The requesting homeowners shall be provided written results of the decision within 30 days of receipt of his/her written application for alteration.
- E. To provide, in some cases, approval alternatives or changes within the scope of the change being requested, in order to aid the homeowner in achieving all or some of their proposed goals or benefits.

In the event the homeowner's request is denied, the Architectural Committee will be available, upon request, for a working session with the homeowner within 30 days of denial to discuss alternate, approval compromises.

APPEAL: The homeowner may submit a written appeal of the Committee's final decision to the Board of Directors within thirty (30) days. The Board of Directors, within forty-five (45) days following receipt of the request for appeal, shall render its written decision.

- F. To inspect, after the completion of work by homeowner, all approved architectural changes to verify their conformance to the approved plans.
- G. To inspect the project on a regular basis to insure membership compliance with the CC&R's and duly adopted architectural standards.
- H. To assist the Board of Directors and Management, through written recommendations, regarding the review and enforcement of the

Association Documents regarding Use Restrictions and Rules and Regulations.

## **2. RULES AND REGULATIONS**

**Purpose:** The Rules and Regulations Committee is chartered to advise and assist the Board of Directors in the formulation of rules of operation and order for the project and facilities owned or controlled by the Association consistent with the CC&R's, By-Laws and Articles of Incorporation and which enhance the general welfare, safety, interests and property values of the Association and its' members.

**Responsibilities:** In fulfilling its function, the Rules and Regulations Committee shall:

- A. Propose, for the Board of Directors adoption, rules and regulations governing membership responsibility and conduct in the project and use of common area facilities.
- B. Propose, for the Board of Directors adoption, fine schedules, penalties and procedures for the discipline of members found in violation of the community's governing documents.
- C. Propose, for the Board of Directors adoption, procedures for conducting due process hearings for the tribune of members alleged to be in violation of the governing documents.
- D. Propose, for the Board of Directors adoption, procedures for citing and notifying members of alleged violation of governing documents.
- E. Conduct regular inspections of the project to identify and verify alleged violations of the governing documents and provide the Board of Directors a written report of the committee's findings.
- F. Meet with members of the Association to explain the community's governing documents and/or alleged violations.

**3. Membership:** Membership is open to all Association members on a volunteer basis. Membership in the architectural / rules and regulations Committee shall be by appointment of the Board of Directors in conformance with the CC&R's. Committees shall consist of a minimum of 3 members

**4. Voting:** All votes establishing rules and procedures by the Architectural / Rules and Regulation Committee shall be presented to the Board of Directors for adoption and shall be distributed to members after adoption by the Board.

All official decisions made by the Architectural / Rules and Regulation Committee will be the result of a written or oral vote constituting the majority of a quorum of the appointed members. All votes taking place without a general committee meeting shall be in writing.

All votes by the Architectural / Rules and Regulations Committee shall be presented to the Board of Directors in writing at the next regularly scheduled Board of Directors meeting.

5. **Authority:** The Architectural Committee is an official entity in accordance with the C&R's and shall follow the guidelines set forth in the CC&R's, duly adopted Architectural Standards and Committee charter. The Committee is given the limited authority necessary for the reasonable execution of the stated purpose and responsibilities of this charter.  
With respect to Rules and regulations the Committee functions in an advisory capacity only to the Board of Directors.

Adopted by the Board of Directors:

Attest:

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

***This Charter approved and signed by the Board on August 10, 2010***