



## **Architectural Guidelines and Procedures Review Committee**

### **Mission Statement**

#### **Mission**

To assist the Board of Directors in reviewing the Association's current architecture guidelines and processing procedures to identify potential improvements.

The Board of Directors wishes to seek suggestions for changes in the guidelines that improve consistency and clarity. Standards may need to be updated in light of changes in design, materials, solar panels, noise, water conservation, walls/fences and landscape issues. New standards may be needed for current trend towards large additions or replacement of current homes.

The committee will also explore options for processing routine architectural requests in a more efficient manner. The Board wishes to explore options for timely notification and review of plans by impacted neighbor through notification letters, story poles, posting design diagrams and photos on the web site.

Additionally, the Board wants to update the current procedures for facilitating discussion between members on architecture designs which may have a negative impact on neighboring homes.

#### **Appointment**

Members of the committee are appointed by the Associations' Board of Directors. Committee members are selected based on willingness to service, having relevant experience and willingness to take an objective approach to the review and discussions of potential changes.

#### **Term**

Committee Members serve at the pleasure of the majority of the Board of Directors and will be appointed on an annual basis at the start of each June to May operating year. Additional members or replacement of members not able to serve can be appointed at any time by the BOD.

#### **Duties & Responsibilities**

1. Review current "Architectural Guidelines" and identify potential changes by participating in workshops with the Association's Architecture consultant, Property Manager, other committee and designated Board member liaison.
2. Review current "Architectural Review Process Procedures" and identify potential changes by participating in workshops with the Association's Architecture consultant, Property Manager, other committee and designated Board member liaison.
3. Participate in Board of Directors meetings with members to review potential changes to "Architectural Guidelines" and "Architectural Review Process Procedures".

**Other Skills/Abilities Desired**

- Experience with working with Associations' Architectural Consultant, Community Property Management Company and Architecture Review Committee to review plans and specifications for improvements.
- Ability to successfully manage relationships with different personality types.
- Access to email used in committee business.

