

# **MORNINGSIDE: ARCHITECTURAL REVIEW COMMITTEE (ARC)**

**FORMATION:** One sentence Mission Statement describing the Committee's "purpose for being".

To facilitate each homeowner's ability to utilize and enjoy their property in conformance with the Architectural Restrictions, while preserving the architectural character of Morningside.

**COMPOSITION:** Seven (7) members: Volunteers, determined by skill sets, specific knowledge and experience.

- Chairperson
- Member at Large
- Member at Large
- Member at Large
- Member at Large
- Member at Large (2 additional, optional)
- Board Liaison

Over time, the Architectural Review Committee may vary between five (5) and seven (7) members. The number should always be an odd number to avoid ties in voting on submittal recommendations.

**DUTIES & RESPONSIBILITIES:** List all that are consistent with the Committee's "purpose for being".

Process Owner Submittals:

- Chairperson to receive and confirm the accuracy and completeness of submittals and to distribute same to all committee Members for review and recommendation.
- Members shall review each homeowner request to verify that it conforms to the Architectural Restrictions as stated in the Declarations of Covenants, Conditions, Restrictions and Reservation of Easements (DOC), and any other pertinent requirements and restrictions set forth in the DOC.
- Each ARC member to submit their recommendation, to allow or deny each submittal under consideration, to the Chairperson who will tally the responses.

Meeting Minutes/Monthly Report:

- Chairperson to prepare Meeting Minutes for current submittals that have been reviewed and acted upon by the Committee, stating ARC recommendation, and distribute same to ARC Members and BOD.
- Chairperson or Board Liaison to present and report on the ARC Meeting Minutes at each monthly BOD Regular Session Meeting and respond to BOD questions .

Annual Review of Architectural Restrictions:

- No less than once each year, the ARC shall meet to review the DOC and recommend to the BOD possible revisions to include new or modified guidelines based on past year experiences and types of submittals.

Recording of Documents:

- Chairperson to provide copies of Owner submittals, the distribution correspondence to Members for review, and ARC Meeting Minutes to the Management Company for Association record.

**LIMITATIONS:** Identify the boundaries of the duties, responsibilities and functions of the Committee.

The ARC can only make recommendations to the HOA/BOD, the ARC does not have the power to grant or deny any application. Only the HOA/BOD has that authority. In addition, the ARC must review the information submitted in relation to the Architectural Restrictions (in the Declarations), that are current at the time of review. If the ARC requires interpretation of any of the Architectural Restrictions, the ARC seeks clarification from the HOA/BOD and uses their feedback to review the application.

The FINAL action taken, for each submission indicated in the ARC Meeting Minutes, is made by the HOA/BOD and can be found in the subsequent HOA/BOD Meeting Minutes.

**TERM LIMITS:** Establish term limits of members, and the term limit of Committee (if applicable).

Term limits for members shall not be limited, however, a maximum of five (5) years should be practiced.  
Term limit for the Committee is at the discretion of the HOA/BOD.