

ARCHITECTURAL REVIEW COMMITTEE

CHARTER

The Architectural Review Committee is a standing committee carrying out the functions specified in the Association's Governing Documents. It's primary purpose is to control the appearance and structural compliance to codes and Resort rules for improvements on Lot owners property. To stay current with the government building codes and recommend changes the Resort Governing Documents.

DUTIES

- 1) Assist Lot owners in interpreting and complying with the Design Guidelines and inform Lot owners if City permits are required.
- 2) Develop and submit for Board approval the operational procedures to insure compliance with the Design Guidelines of the Resort.
- 3) Coordinate with the Document Committee any proposed additions or changes to the Design Guidelines for submittal to the Board.
- 4) Issue Architectural Permits.
- 5) Insure that critical dimensions, limitations, or facts are included on the requested permit.
- 6) Place disclaimers, waivers, etc. on permits.
- 7) Develop a method to verify compliance with approved permits and work to resolve violations.
- 8) Enforce violation procedure:
 - a) Verbally notify violator when noticed.
 - b) Issue a written notice if not corrected in 10 days after verbal notification.
 - c) Report violation to Resort Manager if the violation is not corrected with in 10 days after the written notice.
 - d) Provide Resort Manager with copies of the ARC actions.
- 9) Maintain list of violations and activity until resolved or turned over to the Resort Mgr.

- 10) Establish liaison with city offices and a method to insure the Resort is in compliance with the latest governmental agency regulations related to the Design Guidelines and inform the Board of changes.
- 11) Establish requirements for all contractors operating within the Resort.
- 12) Notify the Resort Manager or Board promptly of any violations or problems that could lead to legal action.
- 13) File and store all permits waivers, related correspondence, and other records in a safe and controlled access place. Obtain permission from the Board before any records are destroyed.
- 14) Publish and Distribute the Design Guideline document and changes.
- 15) Store original hard and electronic copies in 2 secure places.
- 16) Coordinate changes with the Document Committee and obtain approval from the Board before enforcement.

2 - 11 - 00