

THE MEADOWS FERNDALE HOMEOWNERS' ASSOCIATION

Policy Resolution 2-2018

ARCHITECTURAL REVIEW COMMITTEE CHARTER

WHEREAS, Section 6 of the Declaration of Conditions, Covenants, and Restrictions (CC&Rs) of The Meadows Ferndale Homeowners' Association (hereinafter called "The Association"), authorizes the establishment of an Architectural Review Committee; and

WHEREAS, it is in the best interest of the property owners and The Association to have a standing committee to assist in establishing and enforcing architectural and community standards and for reviewing and making recommendations to the Board of Directors of The Association about architectural change requests, and

WHEREAS, the Board of Directors has identified the need for such a committee; and

NOW THEREFORE LET IT BE RESOLVED, that the Board of Directors of The Association does establish by this resolution a subcommittee of The Association to be known as the Architectural Review Committee (ARC).

ARTICLE I

DUTIES AND FUNCTIONS OF THE ARC

1. Provide assistance to the Board of Directors in establishing and enforcing community living and architectural standards, and in reviewing and deciding upon new construction or existing home architectural change requests.
2. Be stewards of the community vision and overall design standards of The Association – as described in Exhibit D of the CC&Rs.
3. All ARC members shall act in the best interest of the property owners and The Association to ensure that community values, as well as personal rights, are not compromised.
4. Be alert to architectural and community living problems shared by members and seek solutions to these problems.
5. Periodically review community living and architectural standards for adequacy and application.
6. As necessary, recommend new or revised community living and design standards for approval by The Association Board of Directors.
7. Monitor compliance with community living and design standards and, where necessary, provide the Board of Directors with reports documenting noncompliance with standards.
8. Where directed by the Board of Directors, investigate complaints of noncompliance with architectural or community standards that have been filed with the Board of Directors in order to establish a factual basis for resolution.
9. Prepare articles concerning community living and design standards for publication within the community in accordance with instructions from the Board of Directors.
10. Prepare and present to the Board of Directors comprehensive and complete minutes of all committee meetings.

11. Meet as often as necessary to accomplish its assigned responsibilities, including preparing and submitting recommendations to the Board of Directors for any architectural applications or issues.
12. All meetings of the ARC, and any subcommittee thereof, shall be open to members of record of The Association.
13. No meeting of the ARC will be conducted without the presence of at least three (3) committee members.
14. The ARC Chairperson or his/her alternate shall attend all ARC and Board of Directors meetings.
15. An ARC member shall be considered inactive when he/she fails to attend three (3) consecutive meetings without specific authorization from the Board of Directors.
16. The ARC recommendations to the Board of Directors shall be made on the basis of a simple majority of voting members.
17. If an ARC member submits an application or complaint on his/her own behalf for consideration by the committee, he/she shall recuse himself/herself from the review, discussion and voting on such application or complaint.

ARTICLE II

DUTIES AND RESPONSIBILITIES OF ARC OFFICERS AND MEMBERS

1. The ARC shall consist of at least three (3) members selected and appointed by The Association Board of Directors.
2. The ARC Chairperson will be appointed by The Association Board of Directors. The Chairperson will designate a Vice Chairperson and Secretary among members of the Committee.
3. The duties and responsibilities of the ARC Chairperson shall include the following:
 - 3.1. Designate the time and place of ARC meetings, call the meetings to order and conduct the meeting.
 - 3.2. Act as a liaison between the ARC and the Board of Directors. He/she shall be present at ARC meetings, and at Board of Directors meetings.
 - 3.3. Sign all ARC correspondence with property owners or the Board of Directors, documenting actions and recommendations of the committee.
4. The duties and responsibilities of the Vice-Chairperson shall include the following:
 - 4.1. Assist the Chairperson during the committee meetings. In the absence of the Chairperson, designate the time and place of the meeting, call the meeting to order, and conduct the meeting.
 - 4.2. In the absence of the Chairperson, act as a liaison between the committee and the Board of Directors.
 - 4.3. Be present at committee meetings and in the absence of the Chairperson, be present at the Board of Directors meetings at which a report of committee activities shall be presented.
 - 4.4. In the absence of the Chairperson, sign all correspondence documenting actions or recommendations of the committee.
5. The duties and responsibilities of the Secretary shall include the following:

- 5.1. Record and keep comprehensive and complete minutes of all committee meetings.
- 5.2. Forward the minutes to the ARC members and, on approval, make them available to the Board of Directors.
- 5.3. In the absence of the Chairperson, act as a liaison between the committee and the Board of Directors.
- 5.4. Be present at committee meetings and in the absence of the Chairperson, be present at the Board of Directors meetings at which a report of committee activities shall be presented.
- 5.5. In the absence of the Chairperson, sign all correspondence with property owners documenting actions or recommendations of the committee.

ARTICLE III

GUIDELINES FOR PROCESSING ARCHITECTURAL REQUESTS

1. The Architectural Review Committee shall be guided in the execution of its duties by the process description provided in Annex A hereto.
2. Requests for approval of architectural changes or additions to an existing lot shall be described on the form provided in Annex B hereto. This form and accompanying documentation shall be reviewed by the ARC, then submitted with recommendations to the Board of Directors for adjudication.

ADOPTED this 26th day of November 2018

ATTEST Charles A. Mitchell

TITLE President, The Meadows Ferndale Homeowners' Association

ANNEX A

ARCHITECTURAL REVIEW PROCESS

1. Project owner submits application (see Annex B) to Property Manager (Windermere) at 541 West Bakerview Road, Bellingham, Wa 98226 or through the "Contact" menu selection on the Association Web Site (<https://www.meadows-ferndale-hoa.org/>).
2. The ARC reviews and vets application, gathers data, and works with project leader to revise and/or update application as needed.
3. The ARC submits processed application and recommendation(s) to the Association Board of Directors within five (5) working days of receipt of the application from the project owner/leader.
4. The Association Board of Directors convenes (quorum of two officers) to review the application within five (5) working days of receipt of application with recommendations from the ARC.
5. The Association Board of Directors provides approval and/or feedback to the project owner within five (5) working days of meeting to adjudicate the application.
6. The project owner/leader proceeds with the project or resubmits the application (directly to the Association Board of Directors) if required and specified by the Board based on their review.
7. The project owner/leader notifies the ARC if there is any change to the information provided in the approved application. Such information includes but is not limited to the start and finish dates, materials, locations, colors, etc. Reference CC&R Paragraph 6.6.
8. Upon final approval, the application with all attachments and notes shall be submitted to the Board Secretary to be filed in the Association files.

ANNEX B

APPLICATION/REQUEST FOR ARCHITECTURAL CHANGE

Name: _____

Address: _____ Lot #: _____

Date of Submission: _____

Project Duration (Approximate): Start _____ Finish _____

Note: Please notify the ARC of any changes to this application (CC&R 6.6).

Check applicable box to indicate the nature of the request and provide details below.

- New construction (new house on vacant lot)
- Paint (exterior of house or adjacent structure (CC&R 5.8))
- Landscaping (CC&R 5.9)
- Structure: e.g., shed, play structure, pet enclosure/house, etc. (CC&R 4.3)
- Flagpole or antenna, including satellite dishes (CC&R 4.14)
- Solar panels (CC&R Exhibit D)
- Outdoor lighting, except temporary holiday lighting (CC&R 4.10)
- Patio, patio cover, or concrete pad (CC&R Exhibit D)
- Fencing (CC&R 4.15)
- Other (specify) _____

Project Details (Attach sketches, drawings, photos, etc. as needed for full description)

Approved: _____ Date: _____