

# ***Harmon Ranch Homeowners Association***

## **Charter of the Architectural Control Committee**

### **STATEMENT OF PURPOSE**

The Board of Harmon Ranch Homeowners Association (HRHA) has formed an Architectural Control Committee. It is in the best interest of the homeowners and the Harmon Ranch Homeowners Association to have a standing committee to assist in establishing and enforcing architectural and community standards and for reviewing and deciding upon architectural change requests. The committee will provide information and recommendations to the Board regarding any and all Architectural Control matters related to the Board's administration of the affairs of the Association in a manner that ensures Harmon Ranch is maintained as a model neighborhood in which to live.

#### **I. RESPONSIBILITY**

A. The primary responsibilities of the Committee are to:

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 in accordance with Article VII of the Declaration of Covenants, Conditions and Restrictions for Harmon Ranch.
2. Be stewards of the Community Vision for Harmon Ranch and the overall architectural plan of the Association.
3. Be alert to architectural and community living problems shared by members and seek solutions to these problems.
4. Periodically review community living and architectural standards for adequacy and application.
5. As necessary, prepare community living and architectural standards for approval by the Board.
6. Monitor compliance with community living and architectural standards and, where necessary, file with the Board of Directors complaints documenting noncompliance with standards.
7. Where directed by the Board of Directors, investigate complaints of noncompliance with architectural or community standards that have been filed with the Board in order to establish the factual basis of the allegation.

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8. Prepare articles for publication within the community in accordance with the CCRs and the instructions of the Board.
- B. In fulfilling its responsibilities, the Committee shall perform its duties in accordance with the provisions of this Charter and the Governing Documents under direction of the HRHA Board of Directors.
- C. The Committee shall provide the Board of Directors a quarterly and annual report on:
1. Its assessment on the effectiveness of its events and activities in meeting the goals and responsibilities outlined above,
  2. Areas and aspects of Harmon Ranch community life that need to be addressed by the Board or the Committee, and
  3. Recommended actions to address problem areas in community life and to further improve the sense of community and cooperation among Harmon Ranch residents (homeowners and lessees).

## **II. MANNER OF ORGANIZATION**

### **A. General**

1. The Architectural Control Committee shall consist of three (3) or five (5) or seven (7) voting members appointed by the Board of Directors upon recommendation of the Committee Chair.
  - When there is a three-member Committee, a quorum shall consist of two (2) voting members.
  - When there is a five-member Committee, a quorum shall consist of three (3) voting members.
  - When there is a seven-member Committee, a quorum shall consist of four (4) voting members.
2. If at any time a quorum is not present, the Committee may continue to meet as long as no formal votes are taken.
3. Non-voting members may be appointed to the Committee by the Chair to inform and support its work relative to a specific aspect of a matter under consideration.
4. Committee members shall be owners and there will be only one member of the Committee per household.

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5. Members of the households of sitting HRHA Directors will not be eligible for appointment to Committee membership to protect against any disproportionate influence on Committee and Board deliberations and actions.
6. A Committee member absent from two consecutive, regularly scheduled meetings shall no longer qualify for the Committee, unless excused by the Chair.

#### **B. Terms**

Architectural Control Committee members shall serve a term of two (2) years.

#### **C. Chairperson**

The Board shall appoint the Architectural Control Committee Chair. In the event the Chair is not in attendance at a meeting of the Committee at which a quorum is present, a majority of the Committee members shall elect a presiding Chair who shall be a voting member of the Committee and shall function as the Chair for that meeting.

#### **D. Vacancies**

The Board may remove a member of the Architectural Control Committee with cause. The Committee may vote to recommend to the Board the removal for cause of its Chair or any Committee member. Vacancies created for any reason shall be filled by Board appointment.

### **III. I. MANNER OF OPERATION**

The Committee shall conduct its business in the best interest of the Harmon Ranch Homeowners Association and in accordance with its Charter, the Association's Articles of Incorporation, Bylaws and Declaration of Covenants, Conditions and Restrictions (CCRs).



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### **A. Functions of the Chair**

Functions of the Chair (or the presiding officer of the meeting) shall include the following:

1. Identify homeowners for membership on the Architectural Control Committee and present their names for approval to the HRHA Board along with the rationale for their selection.
2. Coordinate and supervise Committee activities and meetings to assure responsibilities are met.
3. Present written Committee reports (see C. below) to the Board in time for Board meeting document distribution and review.
4. Assure that records and minutes are submitted to and retained in the Business Office.
5. Represent the Committee to the Board or assign a member of the Committee to this role if the Chair is unable to be present at a Board meeting.
6. Prepare recommendations of the Architectural Control Committee for Board action or approval in writing and for presentation at the meeting of the Board of Directors.
7. Appoint a Committee member as recorder at all meetings.
8. Participate in Board discussions on matters within the scope of the Architectural Control Charter.

### **B. Meetings**

1. The Committee shall meet as required to transact the business of the Committee. Meetings shall be posted and may be deemed open meetings in accordance with Civil Code and governing documents of the Harmon Ranch Homeowners Association. The Chair will make a reasonable attempt to schedule meetings of the Committee with at least four (4) days' notice but is not mandatory.

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2. The Committee shall, at its own discretion, determine the agenda and conduct of all meetings of the Committee with input from the HRHA Board as required.
3. If a meeting is open, it is deemed open only to the Association's membership, Board of Directors, Management Company representative or assigned staff member as required, and any invited guests deemed necessary to assist in the business of the meeting. No person who is not a homeowner has a right to attend meetings of the Committee.

#### **C. Reporting and Channels of Communication**

1. The Committee shall submit to the Board a written report on Committee activities, in a format acceptable to the Board. This report shall include at least the following:
  - a. Dates of meetings held
  - b. Attendance
  - c. Agenda
  - d. Recommendations requiring Board action or approval
2. The recorder shall prepare and submit minutes of Committee meetings for review first to the Chair and then to Committee members for review. Minutes of previous meetings will be an agenda item on the next scheduled Committee meeting.

Committee Charter Approved by the Board: George Jones Jr. 8 Feb 19

Secretary: 