

**LOFT RIDGE HOMEOWNERS ASSOCIATION
ADMINISTRATIVE RESOLUTION NO. 27**

ARCHITECTURAL CONTROL COMMITTEE CHARTER

WHEREAS, Article VIII of the Declaration and Article IV, Section 1 of the Bylaws of the Loft Ridge Homeowners Association ("Association") states, "The affairs of the Association shall be managed by the Board of Director" ("Board"); and

WHEREAS, Article X of the Bylaws establishes the Association shall appoint an Architectural Control Committee for the purpose of regulating the external design, appearance, alterations, modifications and use of the Property; and

WHEREAS, Article V and Article VI of the Declaration, the Architectural Control Committee, the Association Community Handbook and various other covenants and resolutions (hereinafter referred to as the "Governing Documents") adopted by the Board to establish procedures and restrictions relative to alterations, modifications, improvements and use of the Property;

NOW THEREFORE, be it resolved that an Architectural Control Committee shall be established, and that the following procedures for this committee be adopted and implemented herewith:

A. RESPONSIBILITIES

The primary responsibility of the Architectural Control Committee ("Committee") is to act on all applications for the approval of alterations, modifications or improvements to any Lot or the Common Area.

The Committee shall not have the power to approve the plans for any improvement that violates any of the express provisions of the Declaration, any Supplemental Declaration applicable thereto, or any provision of the Association Community Handbook without the express approval of the Board. In all other respects, the Committee may exercise its sole discretion in determining whether to approve, or disapprove any plans, including without limitation, the location of an improvement on a Lot.

The Committee shall conduct annual inspections of units throughout the community. The inspections shall include structure and lot items outlined in the Handbook as violations. Per Resolution 26, the inspections shall be conducted per a timeline to ensure proper reporting to homeowners and ample time to repair follow-up.

In addition to acting on applications for alterations, modifications or improvements, the Committee is expected to provide the Board with information to:

- Revisions to the Governing Documents (as defined herein)

- Enforcement procedures for violations of the Governing Documents (as defined herein)
- Hearings and appeals relative to alterations, modifications or use of the Property

Because there are privacy concerns, communication and information dealing specifically with individual Lot Owner violations is confidential material. It may be discussed with other members of the Committee, the Board and the Association's legal counsel only unless otherwise instructed.

B. ELIGIBILITY

Committee candidates and members shall be property owners in good standing. Good standing shall be defined as the absence of any liens, privilege penalty, assessment delinquency, architectural or covenants violation, or pending legal action with the Association.

All committee members shall meet for a briefing on membership with the Association attorney as a condition of membership. The briefing will generally be held at the board meeting following the annual meeting.

A member shall not serve on more than one committee at a time, however, the Board, in its discretion, may grant exceptions. There shall not be more than one member of a household serving on the same committee at the same time.

Each member submitting their name for consideration as a member of the ACC will complete the form attached hereto as Exhibit A.

C. APPOINTMENT AND TERMS

The Board will strive to ensure that members from varying house types and locations within the association are represented on its committees.

Interested homeowners must submit a written request for appointment to the Board, which may be done through the community manager. Interested homeowners may also submit a written request to the Board of Directors or the ACC for submission to the Board. Committee members in good standing are eligible for reappointment.

The Board will announce Committee appointments each year for terms beginning in July, when the new fiscal year begins. The Board may make additional appointments throughout the year if vacancies occur.

Committee terms will be for one year. Members appointed to fill vacancies that occur during the year shall serve for the remainder of the term of the Committee member they are replacing.

D. REMOVAL

The Board may remove any Committee member, including the chairperson, at any time.

The Committee may make recommendations to the Board regarding the removal of Committee members.

A Committee member may be removed, upon written notice from the Committee chairperson, for failure to attend three consecutive Committee meetings without notice or explanation.

E. ELECTION OF OFFICERS

The Board shall appoint the chairperson of the Committee. At the beginning of each fiscal year, members of the Committee may make recommendations to the Board for the appointment of a chairperson. Other officers of the Committee may be elected by the Committee membership. At a minimum, the Committee shall appoint a Secretary and/or co-chair who shall be responsible for recording accurate minutes of the Committee's meetings and submitting them to the Association Manager, in a timely manner, for inclusion in the monthly Board meeting package. Minutes shall include a record of the date, time and place of each meeting. Minutes shall also include a record of Committee member attendance and all votes and topics of discussion of the Committee.

The chairperson, or their designee, shall be responsible for chairing meetings of the Committee.

F. MEETINGS

Committee meetings may be held at the home of a committee member or any other recognized meeting place of the Association. All Committee meetings shall be open to the Association membership. In order for the membership to be reasonably informed of Committee meetings, the Committee chairperson shall ensure that all regular Committee meeting dates of the Committee are listed in the newsletter, posted on the Association website and publicized through any other means of posting that the Board deems appropriate reasonably determined to reach the majority of owners. If it is necessary for the Committee to reschedule or cancel a meeting, the Committee chairperson shall notify the management staff at the earliest possible time so that the membership can be reasonably notified. The chairperson shall be responsible for contacting the members of the Committee regarding rescheduled or canceled meetings. "Special" meetings or rescheduled meetings may be scheduled by the chairperson upon five (5) business days posted notice stating the reason for the meeting.

The chairperson shall designate a time period on each meeting agenda for resident input.

A majority of the members of the Committee must be present to convene a meeting or conduct formal voting procedures. A majority vote or more of the committee members present shall constitute a decision of the committee.

All voting shall be conducted in open session, and discussion of general violations existing may be discussed in open session. Discussion regarding specific violations as they relate to the Lot Owner should be held in executive session.

The members of the ACC and members of the Board of Directors will meet once a quarter to discuss issues regarding ACC topics. This will be done outside of the regular board meetings and will be conducted at a mutually convenient time.

All Committee meetings shall be conducted generally in accordance with Robert's Rules of Order.

G. COMMUNICATIONS

In the interest of ensuring strong communications between the Board of Directors and the Committee, it is expected that the Committee chairperson, or his or her designee, will attend each regularly scheduled business meeting of the Board of Directors. The Committee representative will present Committee recommendations, update the Board on the status of pending Committee tasks, request assistance from the Board, as needed, and answer any questions the Board may have regarding Committee assignments.

The Committee is expected to maintain regular communications with the Board Liaison designated by the Board of Directors, if any, and with the Association Manager.

It is expected that the Committee will provide accurate and timely information about its activities for publication in the newsletter and other communication vehicles of the Association. It is the responsibility of the Committee to ensure that this information is provided on a regular basis.

This Resolution shall become effective on September 30th, 2008.

LOFT RIDGE HOMEOWNERS ASSOCIATION

RESOLUTIONS ACTION RECORD

Resolution Type Administrative No. 27

Pertaining to: Architectural Control Committee Charter

Duly adopted at a meeting of the Board of Directors of the Loft Ridge Homeowners Association,
held November 19, 2008.

Motion
by: _____

Second
ed by: _____

VOTE:

NAME	OFFICE	YES	NO	ABSTAIN	ABSENT
<u>Nancy Schoeing</u>	President	<u>X</u>	_____	_____	_____
<u>E. L. Lander</u>	Vice President	<u>✓</u>	_____	_____	_____
<u>C. K. K. K.</u>	Treasurer	_____	<u>✓</u>	_____	_____
<u>Enka Wheeler</u>	Secretary	<u>✓</u>	_____	_____	_____
<u>Ken B.</u>	Director	_____	<u>✓</u>	_____	_____
<u>X</u>	Director	<u>✓</u>	_____	_____	_____
<u>Steven Dyer</u>	Director	<u>✓</u>	_____	_____	_____
_____	Director	_____	_____	_____	_____
_____	Director	_____	_____	_____	_____

ATTEST:

Enka Wheeler
Secretary

11/19/08
Date

Resolution Effective, November 19, 2008