

**MIMOSA BAY HOMEOWNERS ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE &
ARCHITECTURAL CONTROL AND MAINTENANCE COMMITTEE**

**COMMITTEE CHARTER
January 2019**

The Architectural Review Committee (ARC) is established pursuant to Article VII of the Declaration of Covenants, Conditions and Restrictions for the Mimosa Bay Homeowners Association. While the community remains under Declarant control the ARC functions as follows:

Requests for new construction on developer held lots will be directed to the developer.

Requests for new construction on privately owned lots are routed through the Mimosa Bay Onsite Manager for review by the Mimosa Bay Architectural Review Committee (ARC).

Requests for modifications to existing homes are routed through the Mimosa Bay Onsite Manager to the Architectural Control and Maintenance Committee (ACMC), which specifically addresses the proposed renovation, placement, additions, or deletions of the home exterior.

Purpose of the ARC/ACMC: To review all architectural improvement plans submitted by homeowners. Approve or deny improvements stating reason(s) for decision in writing.

Responsibility: 1. Uphold the rules and regulations set forth in the governing documents for exterior changes upon the properties within the Association.

2. Treat all requests without bias or prejudice.

3. Respond to all requests in a timely manner. Any request that is deemed to be complete must receive a response within no more than 45 days from receipt by the ARC per Article VII.

Membership: Each Committee (ARC and the ACMC) shall be composed of not less than three nor more than five members of the Association who shall be members in good standing throughout the term of office.

Qualifications: Committee members with an architectural, construction or design background will receive preference for this committee.

Meetings: The Committees will meet as needed according to the committee chair. At least one member shall be available to attend Board meetings to answer questions or provide verbal updates upon Board request.

Reporting: The Committees will prepare monthly written reports on active and recently completed requests to the Board of Directors at least three days prior to monthly Board meetings.

Reports To: The ACMC reports to the Board of Directors. The ARC reports to the Developer.

Term: Committee Members volunteer for one (1) year terms unless otherwise specified. Chairman must be appointed by the Board annually at a meeting of the Board.

Participation: Members are required to attend committee meetings. If a member is unable to meet the obligations of the committee the member will be removed from the committee and another homeowner will be appointed to the committee. The remaining committee members may remove a member from the committee after 3 absences in a 12-month period of time.

Budget & Expenses: The Committee does not have an assigned budget. Any expenses will be by Board approval only.

ACMC Process Guidelines:

Homeowner will submit a written request for the proposed renovation, placement, additions, or deletions of the home exterior to the Mimosa Bay HOA via the management company.

If the request is deemed to be complete then it will be forwarded by CAMS to the Architectural Control and Maintenance Committee (ACMC).

After reviewing the submitted package, the ACMC will notify the Owner of any necessary construction bonds as a part of the approval process.

- All submissions need to be submitted before the 1st of the month for consideration in that month.
- The ACMC has until the 15th of the month to meet and review all submissions for that month.
- After review, CAMS will be notified of approval/denial.
- CAMS then has until the end of the month to send approval/denial letters to homeowners.

In the course of their review the ACMC is charged with ensuring that the request is in compliance with the Restrictive Covenants, Rules & Regulations and the stormwater permit to include.

The Owner will report completion of the approved modifications to the ACMC. The ACMC will inspect the modification within 30 days of completion of the project and execute a Certificate of Compliance, which is to be sent to CAMS for the file and a copy provided to the Owner.