

AUTUMN OAKS COMMUNITY ASSOCIATION, INC.

ARCHITECTURAL REVIEW AND COVENANTS COMMITTEE CHARTER

WHEREAS, Article 4, Section 4.1 of the Bylaws provides that the business and affairs of the Association shall be managed by the Board of Directors; and

WHEREAS, Article 9, of the Declaration for Autumn Oaks (“Declaration”), and Article 7, Section 7.1(a) of the Association’s Bylaws, establishes a Covenants Committee for the purpose of insuring that the Property shall “always be maintained in a manner: (i) providing for visual harmony and soundness of repair; (ii) avoiding activities deleterious to the aesthetic or property values of the Property; and (iii) promoting the general welfare and safety of the Owners, such Owners’ tenants and such Owners’ (or tenants’), household members, guests, employees, agents and invitees;” and,

WHEREAS, Article 9, Section 9.1 of the Declaration provides that the Covenants Committee shall regulate the external design, signage, appearance, use and Upkeep of the Property, including Lots thereon; and

WHEREAS, Article 9, Sections 9.2 and 9.3 of the Declaration establish procedures and restrictions relative to modifications, improvements and use of the Property; and

NOW THEREFORE, be it resolved that a Architectural Review and Covenants Committee (“ARC”) shall be established, and that the following procedures for this committee be adopted and implemented herewith:

A. RESPONSIBILITIES

The primary responsibility of the Architectural Review and Covenants Committee is to act on all applications for the approval of modifications or improvements to any lot as dictated by Article 9 of the Declaration for Autumn Oaks.

The Architectural Review and Covenants 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 Design Guidelines and/or Maintenance Standards without the express approval of the Board of Directors. In all other respects, the Architectural Review and Covenants 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.

In addition to acting on applications for modifications or improvements, the Architectural Review and Covenants Committee is expected to provide the Board of Directors with recommendations regarding:

- Revisions to the Design Guidelines and/or Maintenance Standards
- Enforcement procedures for violations of the Governing Documents (i.e. Declaration, Bylaws, rules and regulations.)
- Due process procedures for hearings and appeals
- Hearings and appeals relative to modifications, alterations or use of the Property

B. ELIGIBILITY

The Board shall appoint at least three (3) persons to the Architectural Review and Covenants Committee and shall have the right to appoint all members of the ARC with the power of removal and substitution. 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 Autumn Oaks Community Association, Inc. However, the Board reserves the discretionary authority to appoint professional consultants to serve as members of the committee at the expense of the Association.

C. APPOINTMENT AND TERMS

Interested homeowners must submit a written request for appointment to the Community Manager. Committee members in good standing are eligible for reappointment.

After the initial appointment of at least three (3) persons to the ARC by the Board of Directors, the Board of Directors will announce committee appointments each year at the Annual Meeting for a term to begin in January of the following year. The Board of Directors may make additional appointments throughout the year if vacancies occur.

Committee terms will be staggered so that approximately one half of the committee positions will become available each year. In order to appropriately stagger committee terms, the Board shall initially appoint some members for a one-year term and the remaining members for a two-year term. Thereafter, committee members will be appointed for two-year terms. 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 of Directors may remove any committee member, including the chairperson, at any time upon three (3) days written notice.

The committee may make recommendations to the Board of Directors 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. In January of each year, members of the committee may make recommendations to the Board of Directors for the appointment of a Chairperson. Other officers of the committee may be elected by the committee membership. At a minimum, the committee shall elect a Secretary who shall be responsible for recording accurate minutes of the committee's meetings and submitting them to the Community 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 of the committee.

The Chairperson, or his or her designee, shall be responsible for chairing meetings of the committee.

F. MEETINGS

Committee meetings shall be held in a recognized meeting place of the association. All committee meetings shall be open to the 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 and/or website, and publicized through any other means of posting that the Board deems appropriate. 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 committee 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 three (3) business days posted notice stating the reason for the meeting.

The committee 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 of members while a quorum is present shall constitute a decision of the committee. All voting shall be conducted in open session.

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 Community 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 updated on a regular basis.

H. SUB-COMMITTEES

The committee may designate volunteer sub-committees to work on specific projects on behalf of, and at the direction of, the committee. Sub-committee volunteers are not voting members of the committee unless they have been appointed as such in accordance with Paragraphs B & C of this resolution.

AUTUMN OAKS COMMUNITY ASSOCIATION, INC., INC.

RESOLUTIONS ACTION RECORD

Resolution Type Administrative No. 2014-03

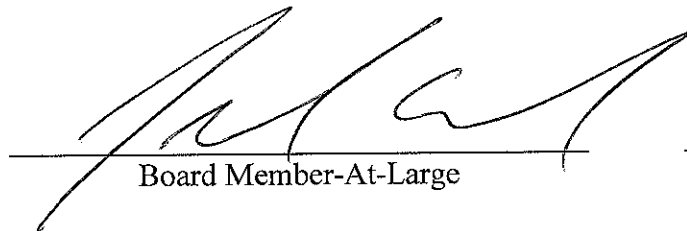
Pertaining to: Architectural Review and Covenants Committee Charter

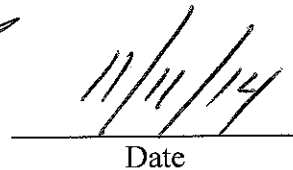
Duly adopted at a meeting of the Board of Directors of the Autumn Oaks Community Association, Inc., Inc., held October 14, 2014.

Motion by: Natalie A. Fehervari Seconded by: Ameeta Singh

Director	Title	Yes	No	Abstain	Absent
Ameeta Singh	President	X			
Natalie A. Fehervari	Vice President	X			
Sarah Aguilar	Treasurer/Secretary				X
Ron Wagner	Member at Large				X
Todd Langford	Member at Large	X			

ATTEST:


Board Member-At-Large


Date

Resolution Effective, January 01, 2015