

# HORIZONS-MARINA DISTRICT OWNERS ASSOCIATION

## ARCHITECTURAL COMMITTEE CHARTER

- Purpose:** At the direction of the Board of Directors, the Committee shall have the authority to act as the reviewing committee for all physical improvements contemplated by owners. The Committee shall approve or deny improvements stating the reason(s) for the decision in writing.
- Responsibilities:** The responsibilities of the committee are to uphold the rules and regulations set forth in the governing documents (CC&R's) for architectural improvements to condominiums within the Association. In its deliberations, the Committee shall treat all requests without bias or prejudice, and to respond to all requests in a timely manner. In addition, the Committee shall:
1. Review submittals from owners provided they are for specific items listed in this charter.
  2. Make periodic, as well as final, inspection of work in progress to insure its timely completions and conformity with approved plans and specifications.
  3. Management shall maintain records for everything the Committee has accomplished and is responsible for.
- Scope:** Working within the framework of the Committee Structure developed by the Board of Directors, the Architectural Committee will review all owner requests submitted for any improvements to a member's unit. The Committee, with the approval of the Board, shall consult with professional architects, acoustical engineers and other experts as necessary during the review of submitted plans. The Committee may also recommend security deposit amounts, review fees amounts, and whether or not consultant expenses be charged to the owner, as directed by the Board.
- Membership:** The Committee will consist of three members plus an alternate. One member shall be appointed Chairperson by the Board. A Board Member will work with the Committee as Board Liaison. The members of this Committee shall be appointed and removed by the Board at any time, with or without cause.
- Experience:** Committee members should be familiar and have related experience with overall architectural design concepts and building code requirements.
- Meetings:** The Committee will meet as required, and as determined by the Committee. At least one member shall attend Board meetings to answer questions related to the written report.
- Reporting Requirements:** Management will provide written minutes and reports on the Committee's on-going and completed projects to the Board of Directors.
- Newsletter:** The Committee shall provide updates to the Newsletter as requested by the Board of Directors.
- Reports To:** The Board of Directors.
- Term:** Three years with staggered terms for the three members, with terms expiring at the annual meeting.
- Budget & Authority:** The Committee does not have an assigned budget.