



## **ARCHITECTURAL COMMITTEE CHARTER**

### **PURPOSE:**

The Architectural Committee (“Committee”) of the PGA WEST Fairways Association (“Association”) is sanctioned by the Board of Directors (“Board”) for the following purpose:

Assist the Board by performing duties as outlined in the governing documents and Architectural Guidelines of the Association, while preserving the general and overall aesthetic appearance of the community with respect to the residential lots and their respective landscaping.

### **SCOPE OF DUTIES:**

Review architectural improvement plans for completeness, compliance with the guidelines and overall aesthetics to fit in with the community design and process for written approval or disapproval within thirty (30) days of submission.

Inspect completed approved improvements within thirty (30) days of completion notification for consistency with approved plans.

Work with any outside Architectural firm for plan review, as may be assigned by the Board of Directors.

Inspect the community on a periodic basis for improvements started without proper approvals and report same to management.

Assist with revisions to Architectural Guidelines when deemed appropriate by the Board.

Chair, or Representative, attend the Regular Session of the Board of Directors meetings to keep both the Board and membership informed by reporting committee activity, number of applications processed, etc.

Perform any other tasks as assigned by the Board.

### **OBJECTIVES AND PROCEDURES:**

Support the Board of Directors.

Present findings of the committee, to the Board and management, on an annual basis to be considered for possible budget revisions as it may relate to the administration of the Architectural Committee processing.

Maintain written minutes of each committee meeting, clearly indicating what applications were approved (either with conditions or unconditionally), denied (with a clear reason for denial conveyed to the member, per the Civil Code) and provide a set of minutes to the Board, through management, on a regular basis for posting and inclusion in monthly Board packets. Minutes are to be provided in Word format. Management staff may be supplied for minute-taking purposes, as determined by the Board.

Establish a standard meeting day, and meet at least monthly. (Example: 1<sup>st</sup> Monday of each month at xx a.m.) Committee is to meet no less than monthly for proper and timely review of architectural applications submitted.

**COMMITTEE SIZE:**

In accordance with the governing documents, the committee shall consist of a minimum of three (3) members and a maximum of five (5) members total, as determined by the Board. The Committee shall consist of a Chair with a Board-assigned liaison(s).

**TERM OF OFFICE:**

Each member will be appointed, by the Board, to serve a one (1) year term. *(Note: Members may be removed, at any time, by vote of the Board. All members serve at the pleasure of the Board)*

Note: Committee members that miss three (3) meetings in a year will be replaced.

**REPORTING STRUCTURE:**

Reports directly to the Board through the Board liaison, with the assistance of the management company representative as needed or requested.

Must maintain written minutes of each committee meeting, and provide a set of minutes to the Board, through management, on a regular basis for posting and inclusion in monthly Board packets. Minutes are to be provided to management and submitted no later than 10 days before the scheduled Board meeting, for inclusion in the Board packet.

All recommendations are to be made to the Board in writing, and include history, justification or identification of need, and cost projection (if any).

Committee Chair, or designate is to be prepared to give a verbal report to the Board and membership, at each monthly Board meeting, and each Annual Meeting as may be requested by the Board.

**BUDGET ALLOCATION:**

None. All expenses must be presented to, and approved by the Board of Directors.

**ADDITIONAL PARAMETERS:**

Committee Members shall sign the Committee Member Commitment to Excellence & Code of Conduct established by the Board in order to serve on a Fairways Committee.

Must comply with all legal documents and Civil Code requirements.

Items discussed in Committee meetings are to remain confidential unless and until approved by the Board of Directors. All committee members should refrain from any situations that would or could be deemed as a conflict of interest.

Members of the committee shall not enter into a conflict of interest with any contractor or vendor, or use services at free or reduced rates as a result of Committee status.

The members of each Committee shall be members of the PGA WEST Fairways Association in “good standing” throughout their term of office.

*It is not the purpose or function of the committee chair person or committee members to assign or direct management staff in performance of specific operational duties, nor to interfere or direct performance of any association vendor or contractor.*