**PLANTATION ON PELHAM   
HOMEOWNERS ASSOCIATION  
  
ARCHITECTURAL REVIEW COMMITTEE CHARTER**

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**Mission Statement:**

It is the goal of the Committee to represent the common interest of Homeowners in achieving and maintaining architectural compatibility and continuity and enhancing the overall quality and value of our neighborhood. The Committee will strive to supervise compliance with the rules in a fair, reasonable and equitable manner, while maintaining the integrity, aesthetic quality, and value of the community. Whether considering requests for new home construction and landscaping or exterior modifications to an existing home, the ARC shall be guided by the architectural vision of the Community as indicated the OVERVIEW statement in the ”Architectural Design and Construction Guidelines, Applications and Agreements” document.

As indicated in our covenants, ARC approval must be obtained for, but is not limited to: any Dwelling and related landscaping, fence, wall, sign, lighting system, site paving, grading, exterior painting/staining, roofing, driveway and walkway replacement, parking lot, screen enclosure, sewer drain, disposal system, statuary, signs, flags, flag poles, water fountains, yard sets, window awnings or other exterior window covering, decorative building, landscaping, landscape device or object. Reference is made to the Declaration for the procedures for obtaining ARC approval.

The ARC will strive to use principles of reasonable judgment for all homeowners dictated by standards set forth by the Board of Directors.

**Code of Conduct:**

There will be a Code of Conduct expected of ARC members. All members will be expected to use their principles of reasonable judgment, fairness and respect when reviewing homeowner requests, or dealing with any homeowner on any matter involved in the ARC process. If a situation arises where an ARC member has demonstrated that she/he cannot use reason, fairness or respect, that member will be asked by the Board of Directors to resign his/her position with a majority vote recommendation of the ARC.

**Responsibilities:**

The ARC is responsible for evaluating all requests for home or town home construction in the community. As indicated in the Mission Statement, the ARC will uphold the architectural vision of the community. The ARC will also be responsible for approval/disapproval of homeowner requests for any and all exterior modifications. The ARC will strive for consistency; yet will consider individuality when evaluating requests. While our covenants allow for a 30-day approval turn-around, the ARC will do its best to accommodate shorter turn-arounds, when possible. The ARC will also be responsible for post­ project evaluation, especially if no prior approval properly took place.

**Number of Members:**

The ARC shall be comprised of five (5) volunteer homeowner members. The term of each member will be for one year. ARC members can re-apply each year. Two homeowners/residents from one household cannot participate, even if one is a Board liaison, on the same committee. All members must be in good standing with the Plantation on Pelham HOA and have no unresolved violations. Should a member of the committee resign or become unable to serve, the Board shall appoint a replacement or a member of the Board may serve as the replacement. The ARC serves at the will of the Board of Directors and may be reconfigured at any time.

**Selection of Members:**

Openings will be announced via email and at HOA meetings. On or before the 1st HOA meeting of the new fiscal year, applications for the ARC may be emailed to the Property Manager, mailed to the management company, or hand-delivered at the first HOA meeting of the new fiscal year. An interested candidate will provide a written statement to the Board as to why they feel they would be an asset to the ARC. The Board will vote on all candidates for the ARC. The criteria for selection will be relevant past experience and level of expressed enthusiasm, as well as a desire to work as part of a team. After the Board has voted, the ARC members will be notified by phone or e-mail.

**Committee Organization & Meetings:**

The ARC, at its first meeting of each year, will elect a chairperson, who will chair the ARC for one (1) year. The current charter will be reviewed and, if modified, presented to the Board for approval. Meetings will be held at least quarterly, from March to September (with no meeting in December), or as needed. The ARC may choose to recommend ARC requests and conduct other business via e-mail and/or meet on an "as needed" basis to support their goals. Actual meetings will be open to all Plantation on Pelham homeowners.

However, an ARC member who has their own modification before the Committee may not attend or vote at the meeting(s) regarding their modification. They may, however, present their request to the ARC in a meeting and/or on site.

**Relationship to the Board, Management Company and Homeowners:**

The ARC advises and makes recommendations to the Board on ARC matters. The ARC Chair will forward all information, including the disposition of ARC requests to the Board and management company, and will work closely with the management company to make sure homeowner requests are processed in a timely manner. The ARC will further strive to keep communication open with homeowners and alert the Board if there are any homeowner issues that may need the attention of the Board.

Approved by the Board of Directors of Plantation on Pelham on: December 2, 2015