

**WESTMINSTER VILLAS HOMEOWNERS ASSOCIATION**  
**ARCHITECTURE REVIEW COMMITTEE**  
**DEFINITION AND GUIDELINES**

Revised May 20, 2025

**COMMITTEE DEFINITION**

**PURPOSE** - The Architecture Review Committee (ARC) purpose is assisting the HOA's Board of Directors with maintaining a pleasant and consistent neighborhood appearance.

**AUTHORIZATION** - The ARC is authorized by the HOA's Board of Directors to evaluate change approval requests submitted by Unit Owners, and the committee will approve appropriate changes or deny inappropriate changes. The approval of an ARC change approval request must comply with the requirements and restrictions stated in the HOA's Covenants and Bylaws documents. The ARC is also authorized to offer suggestions to Unit Owners regarding the potential performance of changes to their property that are intended to maintain a consistent neighborhood appearance.

**LIMITATION** – The ARC's authority is limited to suggesting changes and approving proposed changes of a cosmetic appearance nature, including exterior paint, roofing, lighting, shrubs, bushes, trees, yard ornaments, etc. Consequently, unusual change approval requests for significant structural changes or unprecedented changes require approval by the HOA's Board of Directors.

**ENFORCEMENT** - Since the official address of property owner compliance issues is the HOA's Board of Directors responsibility, the ARC is not responsible for compliance enforcement.

**MEMBERSHIP** - The ARC consists of three volunteer Unit Owners who don't need to be members of the HOA's Board of Directors. Although each of the ARC members have equal authority, the Board of Directors will appoint one ARC member as the committee chairman, and the committee chairman will routinely inform the Board about ARC activity.

**REQUESTS** – Per the HOA's Bylaws, Unit Owners will submit written change approval requests to the Board of Directors. However, since ARC members are agents of the Board who are authorized to handle ARC change approval requests, Unit Owners should submit written change approval requests to an ARC member. Consequently, Board members should forward any change approval requests they might receive to an ARC member. ARC change approval requests may be handwritten or typed on paper or sent via email, and change approval requests should contain the requestor's name and address in addition to the date and a description of the proposed change.

**APPROVAL** - Two ARC members must agree to approve or deny an ARC change approval request prior to responding to the requesting Unit Owner. In unusual situations when only one ARC member is physically available to review an ARC change approval request, the HOA's president may act as a temporary substitute for one of the ARC members.

**MEETINGS** - The ARC will meet as frequently as deemed necessary to provide a timely response to ARC change approval requests. However, the ARC will attempt to respond to ARC change approval requests within seven days of request receipt. For simple ARC change approval requests (such as replacing an existing tree or bush with a similar item) the change approval request may be approved upon the agreement of two ARC members via telephone conversation (or text or email message). However, for significant change approval requests like replacing a roof or changing a

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residence exterior color, the available ARC members should meet in-person to discuss the change approval request at the affected residence.

**RESPONSE** – The ARC response to a change approval request will be handwritten or typed on paper, or the response will be sent via email message.

**REPORTING** – The ARC chairman will maintain a record of all change approval requests received and responses provided, and they will routinely provide the HOA's Board of Directors with information regarding the proposed changes and the ARC response.

**APPEAL** – Unit Owners may appeal an unfavorable ARC change approval request response to the HOA's Board of Directors. Appeals must be submitted in writing prior to the HOA's Board of Directors meeting to be placed on the Board's meeting agenda. However, the appealing Unit Owner or their authorized representative should also be present during the HOA's Board of Directors meeting to respond to Board member questions or make remarks reinforcing their appeal.

**SUGGESTIONS** - The ARC initiated communication with residents regarding changes needed to maintain their property in a manner consistent with established neighborhood conventions should be communicated as a request or a suggestion – and not as a directive. However, if needed, the ARC will inform the HOA's Board of Directors about Unit Owner lack of timely response, and the HOA's Board of Directors will deal with potential compliance matters as needed.

**ANNUAL REVIEW & UNIT OWNER NOTIFICATION** – In addition to routinely observing the neighborhood properties and suggesting potential improvements to property owners during the year, the ARC will perform a physical examination of all properties during the month of May, and the ARC will provide a report containing any recommended changes to the HOA's Board of Directors. The HOA's Board of Directors will review any potential recommended changes, and upon Board member agreement the Board will provide written change requests to affected property owners.

**COMMITTEE GUIDELINES**

- (1) The paint color used for exterior surfaces (walls, trim, gutters, etc.) must be similar to the colors currently approved for use in the neighborhood. When possible, color change approval requests should include a color chip displaying the proposed new color.
- (2) The color used for the front door may accent the exterior walls and trim. However, the new color should not be an exceptionally bright color or exceptionally dark color (or black).
- (3) Existing windows may be replaced with windows having or without mullions (grille) construction.
- (4) Replacement roofing must be asphalt shingles of preferred architectural shingle design (or alternative classic three-tab design) that is consistent with the color and appearance of existing

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neighborhood roofs. Roofing replacement change approval requests should include shingle specifications and a shingle picture (if possible), and the change approval request should identify the name and phone number of the business proposed to perform the roof installation.

- (5) Sidewalks connecting the front porch to the driveway may be replaced with a sidewalk consisting of the same type and color of the material used to construct the existing sidewalk. Consequently, an existing connecting concrete sidewalk may not be replaced with a connecting sidewalk constructed using pavers.
- (6) Uneven, broken or seriously cracked sidewalks and driveways must be repaired, and concrete surfaces that pose a potential threat of injury should be repaired or replaced in a timely manner.
- (7) Unsightly mold or dirt that is present on exterior surfaces should be removed in a timely manner.
- (8) Unsightly mold or dirt should be removed from mailboxes in a timely manner.
- (9) Structural exterior surfaces displaying damage or significant unsightly weather effects should be repaired or replaced in a timely manner.
- (10) The height of bushes located on the front or sides of the house should not exceed the gutter height, and the height of bushes located beneath a window should not exceed the windowsill height.
- (11) Unsightly or dead bushes and plant materials should be removed and replaced in a timely manner.
- (12) When a front yard tree is removed it must be replaced with a new tree of an approved variety in a timely manner.
- (13) Front yard pole lights should operate during the overnight period. The yard light, sidewalk lights, and overhead door sidelight bulb wattage should be sufficient to adequately illuminate the intended coverage area, and the bulb color and illumination should be consistent with similar neighborhood light fixtures.
- (14) Although the placement of ornamental objects (including small statues, sculptures, and other decorative items) in the front yard mulch beds is permitted, the quantity and size of the ornamental objects should be consistent with the objects currently present throughout the neighborhood. The quantity of objects should not be excessive, and the height of an ornamental object should not exceed the height of nearby bushes. Other than displaying American flags in front yard mulch beds during appropriate national holiday periods, the placement of flags or banners in front yard mulch beds is not authorized.

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- (15) Construction of any type of pergola, roof, or enclosure atop a patio constitutes a structural change that must be approved by the ARC prior to the Unit Owner initiating construction. Submission of a floor plan and two elevation drawings (to scale) are required. Hand drawn sketches of the proposed structural change are not acceptable. Unit Owners are responsible for determining if the proposed construction requires the issuance of a building permit, and Unit Owners must obtain any required permits from appropriate government offices and agencies.
- (16) Unit Owners wanting to install solar panels or a permanently attached home generator must submit an installation proposal to the ARC that complies with equipment and installation requirements established by the Board. The ARC will review installation proposals for completeness and understanding and will present compliant requests to the Board. The Board will review proposals and respond in a timely manner (usually after a routinely scheduled Board meeting). Unit Owners may request a copy of the Board approved equipment and installation requirements from the Board's secretary.
- (17) Electric Vehicle (EV) charging equipment must be installed by a licensed electrician, and EV charging equipment must be installed and used inside a Units' garage.