

GREAT FALLS CROSSING COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW BOARD CHARTER

MEMBERSHIP

The Review Board (ARB) shall consist of at least three, and no more than seven, members appointed by the Board of Directors.

TERMS

Terms shall be for three years and will be staggered as determined by the Board of Directors.

Members of the Review Board may be removed by the Board of Directors with or without cause. Appointments to fill vacancies in unexpired terms shall be made by the Board of Directors. Review Board members or homeowners may nominate individuals to be considered by the board for appointments to fill vacancies.

The Review Board Chairperson and Co-Chairperson shall be nominated by the Review Board members and submitted to the Board of Directors for appointment. These nominations shall be made at the ARB meeting immediately following the annual meeting. Should the Review Board Chairperson seat become vacant, the Co-Chairperson shall assume the duties of the Chairperson and any member may be nominated to the Co-Chairperson's seat for the remainder of the term.

Any resident who would like to serve on the Review Board shall submit a letter of intent to the Board of Directors for consideration, provided the resident is in good standing with the Association. Efforts will be made to encourage geographical diversity throughout the community.

PURPOSE

The Review Board shall regulate the external appearance and locations of the property and improvements in such a manner as to preserve and enhance values and to maintain a harmonious relationship among structures and the natural vegetation and topography.

The Board of Directors and the Review Board will enforce the Association's covenants and rules and regulations.

DUTIES

The Chairperson will be responsible for setting an agenda and conducting the Review Board meetings; ensuring that all members are properly notified of all meeting dates, times and locations; ensuring that proper meeting minutes are produced and representing the

Review Board at the Board of Directors meetings when necessary (either in person or by furnishing a written report and minutes of the Review Board's meetings).

The Co-Chairperson will assist the Chairperson and assume all responsibilities and duties of the Chairperson in the Chairperson's absence.

The Review Board will review applications submitted by homeowners for exterior modifications to homes or lots, and shall approve, approve with conditions or deny said applications within forty-five (45) days, in accordance with the governing documents and architectural design standards of the Association. Immediately following each meeting, pending applications will be returned to management along with dispositions, so that prompt notification of applicants can be made by management. In order to meet the forty-five day requirement in the governing documents, applications may not be "held in abeyance." If they cannot be approved (with or without conditions), they must be disapproved pending whatever further information or action is needed.

Review Board members may not vote on the review of their own applications or the applications of adjacent property owners. As with any association member, they may participate in the discussion of such applications.

The Review Board will periodically inspect the property for compliance with architectural standards and approved plans for alterations. Non-compliance with standards or approved plans will be reported to management for action under the enforcement policy adopted by the Board of Directors.

The Review Board will periodically review the standards and submit any recommended amendments to the Board of Directors for their approval. Additionally, the Review Board will provide the homeowners with the opportunity for submittal of proposed changes to the architectural design standards. If the Review Board deems the proposed changes are advisable, the suggested changes will be forwarded to the Board for consideration.

The Review Board will work in conjunction with the Board of Directors, the Managing Agent and legal counsel regarding the interpretation, development and implementation of the architectural design standards. Members of the Review Board shall not directly contact legal counsel. Contact with legal counsel will be initiated only by the Managing Agent or Board President.

The Review Board will maintain consistent communication and a working relationship with the homeowners, Board of Directors, management and other Committees.

The Review Board will maintain complete and accurate records of all actions taken.

The Review Board will annually review and recommend to the Board of Directors the amendment or deletion of any provision within this Charter which may be deemed

necessary.

MEETINGS

All meetings of the Review Board shall be open to the all members, in accordance with the Virginia Property Owners' Association Act and the directives of the Board of Directors.

The Review Board will meet as needed at a time and place designated by the Review Board. The membership shall be given reasonable notice of the date, time and place of all meetings. A meeting may be cancelled if there is no business to address.

A majority of the members shall constitute a quorum. The Committee may meet but may not act upon applications, new business or hearing matters without a quorum of its members. Vacant positions shall be counted when determining the number of members needed for a quorum.

The minutes shall include the names of the members present, the date and time of the meeting and outline of the significant events that occurred during the meeting. After minutes are adopted by the Review Board members, a copy will be submitted to management and the Board of Directors.

Special meetings of the Review Board may be called by any two members after not less than three days notice to each member, unless such notice is waived by each member. Concurrent notice of any special meeting must be provided to the Board of Directors. A majority of the members shall constitute a quorum at any such meeting.

Tami Becker

President

Great Falls Crossing Community Association
Board of Directors

Adopted February 28, 2001

SR Ghanta

SAMBASIVA R. GHANTA

Secretary

Great Falls Crossing Community Association
Board of Directors

Adopted December 1, 2021