

## **Dranesville Estates Homeowners Association Architecture Review Board Charter**

VAs Article VIII, Section 1(a), and Article IX of the Bylaws of the Dranesville Estates Homeowners Association ("Association") provides the Board of Directors (the Board) with the authority to adopt rules and regulations on a variety of matters, the Board of Directors hereby adopts the following committee charter to outline the roles and responsibilities of the Architecture Review Board (ARB):

### **Purpose:**

The purpose of the ARB is to review, advise, and assist the Board and management company in problem solving, identifying issues, and making recommendations for improving and enhancing the Dranesville Estates Community. The committee's primary role is not to establish policies, but rather to provide information and options to enable the Board to make fully informed decisions for the Association and carry out its purposes. The committee shall utilize the Declaration of Covenants, Conditions and Restrictions ("Declaration," "Covenants," or "Dranesville Estates Covenants," ARB Guidelines, historical ARB application adjudications, and other board-approved rules and regulations when making decisions

**Members:** Any member in good standing with the Association may volunteer to serve on the committee. Committee members shall be appointed annually by the Board of Directors. In accordance with Article VII of the Dranesville Estates Covenants Conditions & Restrictions, committee members will have staggered, 3-year terms. Committee members may be removed or replaced at any time at the discretion of the Board . The committee shall consist of three or more members. The ARB shall elect from among themselves, a Chairman, a Vice Chairman, and a Secretary.

Committee members shall receive no compensation for services rendered other than reimbursement for any expenses incurred by them in performing their duties. Committee members shall keep in mind they have volunteered to serve in the best interest of the entire community. As such, Committee members must consider the Dranesville Estates community as a whole when evaluating ARB applications. Though Committee members do have special duties to perform, their position does not afford them special consideration, privileges, or voting rights. Every volunteer on the Committee has an equal right to express their opinions and ideas as how to best serve the interests of the community.

### **Meetings:**

The committee shall meet as often as necessary to complete its assigned responsibilities. Quorum must be established in order for the committee meeting to commence. In the event that quorum cannot be established at the meeting, the meeting may be adjourned and reconvened at a later date, or the committee members may take action outside of a meeting in order to make expeditious decisions on an application, pursuant to Article V, Section 5 of the Bylaws. As long as the decision is unanimous, the applicant shall be notified of the committee's decision, and the decision shall be recorded at the next meeting within the Committee meeting minutes. To comply with regulations, Committee meeting dates shall be published at least one week in advance, and open for any Dranesville Estates homeowner to attend. Minutes shall be taken at the meeting, provided to the Board and property manager within 30 days of the meeting and saved in the association's books and records. Any Committee vote that results in a tie will be determined to have failed. The Committee is expected to have representation at all Board meetings either in person or by written report.

### **Duties and Responsibilities:**

- a. Annually review the ARB guidelines and make recommendations to the Board for updates for Board approval.
- b. Review, evaluate and approve/reject all applications in writing for changes to the exterior of the property. Rejected applications shall have a statement informing the applicants of the reason(s) for rejection.
- c. Provide a final status for every ARB application in 45 days or less from receipt of a complete application. Pursuant to Article VIII, Section 5(a) of the Covenants, the ARB or Board shall review and approve, modify or disapprove within forty-five (45) days, all written applications. An application returned to the Owner for insufficient information shall be deemed to be disapproved.
- d. Review the completed changes for approved applications to confirm the work was done as specified in the ARB application.
- e. Should the need arise, committee members may accompany or assist the property manager with the annual community-wide property inspections.
- f. Report any noted violations of the Covenants or ARB Guidelines to the property manager.
- g. Provide input to the Board for the Association newsletter/website that may be beneficial to the homeowners.
- h. When applicable coordinate with other committees.
- i. Prepare an annual report for review at the annual meeting of all approved ARB applications by type of work and maintain complete and accurate records of all actions taken.

Adopted by the Dranesville Estates Homeowners Association Board of Directors 5/20/2025  
Date

  
\_\_\_\_\_  
**Bill Bisbee, President**