

Kingstream Community Council Architecture Review Committee Charter

As Article V of the Kingstream Community Council Declaration of Covenants, Conditions, and Restrictions provides the Board of Directors 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 Committee (ARC):

Purpose:

The purpose of the ARC is to review, advise, and assist the Board and management company in problem solving, identifying issues, and making recommendations for improving and enhancing the Kingstream Community. The committee shall utilize the Kingstream Community Council's Covenants, ARC Guidelines and other board-approved rules and regulations when making decisions.

Members: Any member in good standing with the HOA may volunteer to serve on the committee. Committee members shall be appointed annually by the Board of Directors. Committee members may be removed or replaced at any time at the discretion of the Board of Directors. The committee shall consist of at least three and no more than five members. The committee chairperson shall typically be a voting member of the Board of Directors who shall act as a liaison with the Board of Directors and property manager.

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. 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. 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:

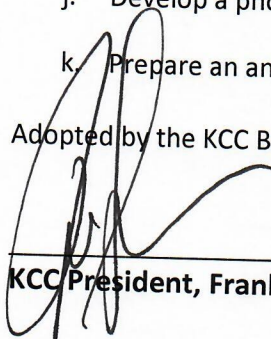
The committee shall meet as often as necessary to complete its assigned responsibilities. Committee meeting dates shall be published at least one week in advance, and open for any KCC homeowner to attend. Minutes shall be taken at the meeting, provided to the Board and property manager within 60 days 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 and the Annual HOA meeting.

Duties and Responsibilities:

- a. Annually review the ARC guidelines and make recommendations for updates for board approval.
- b. Review, evaluate and approve/reject all applications for changes to the exterior of the property.
- c. Provide a final status for every ARC application in 30 days or less.
- d. Review the completed changes for approved applications to confirm the work was done as specified in the ARC 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 ARC Guidelines to the property manager.
- g. The guidelines for color, materials, style, size and location shall be flexible with limits.
- h. Provide input to the Communication's Committee for the HOA newsletter/website that may be beneficial to the homeowners. When applicable coordinate with other committees.
- i. The Board of Directors will approve a discretionary amount within the budget for the ARC expenses.
- j. Develop a photo storage retention program of before and after application work.
- k. Prepare an annual report of all approved ARC applications by type of work.

Adopted by the KCC Board of Directors 2/15/18
Date



KCC President, Frank Shaffer