

Coastal Oaks at Atlantic Beach Owners Association, INC.

RESOLUTION TO FORM “ARCHITECTURAL REVIEW COMMITTEE”

Resolution No.: __2-2022

WHEREAS, Coastal Oaks at Atlantic Beach Owners Association, Inc. (Association) is organized pursuant to Chapters 617 and 720 of the Florida Statutes to operate a residential subdivision: and,

WHEREAS, the Board of Directors believes that it is in the Association's best interest to appoint a committee (as allowed by the Declaration Article VIII, 8.1) to act on certain items, as more particularly described in the Charter below;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Association hereby creates this "Architectural Review Committee" (the "ARC") Charter, performing functions of the ARB described in the Declaration and establishes as follows:

I. Purpose

The purpose of the ARC is to assist in enhancing the Coastal Oaks at Atlantic Beach Homeowners Owners neighborhood by ensuring compliance with the Covenants and Restrictions and Architectural Guidelines by reviewing and recommending for Board Approval all ARC requests submitted by an owner and to provide a final inspection, to ensure compliance, once a Project is finished. This ARC Charter governs the operations of the Committee established by the Board.

The ARC is expected to gain an understanding of the Association's Declaration and Architectural Guidelines, Rules and Regulations, and approved by the Board, in addition to the conceptual mission statement presumed by the Florida Statutes 720 that govern community ring

II. Organization

The Board shall appoint all members of the ARC. No individual may serve on the ARC unless he or she has been appointed to the ARC by the Board. In addition:

A. Have a minimum of three (3) members who are owners in good standing with the Coastal Oaks at Atlantic Beach Homeowners Association in all of the Owner's financial obligations to the Association; and if the ARC member becomes 45 days delinquent they shall automatically be removed from the committee.

B. Any ARC member must be a current resident and living in the committee; and

C. All ARC members should have a basic knowledge of ARC project terminology as well as the ability to read and understand project plans; and

D. ARC Members shall serve for one year subject to renewal by mutual agreement of the member and with the majority of the Board of Directors approval.

E. Any member of the ARC may resign at will; and

F. The ARC shall recommend removal of a member only if the ARC members have given a majority vote of approval for the Recommendation and said vote is recorded in meeting minutes; however, should an ARC member miss (3) consecutive meetings there is ground for removal from the ARC by the Board of Directors; and

G. The Board of Directors shall appoint a chairperson to be the ARC's primary contact with the Property Manager and the Board of Directors; and

H. The ARC shall meet monthly if project applications have been received and may communicate electronically or in any other fashion; the dates and times of the meetings shall be provided to the Property Manager at a minimum of **twenty (20) days in advance** so that notice of the meeting can be properly made to the owners; and

I. Minutes shall be taken at all ARC meetings by an ARC member appointed by the Chairperson.

J. Proposed minutes of all meetings shall be forwarded to the Association Property Manager and Board of Directors within Two (2) days of the ARC meeting.

K. A member of the ARC shall provide a written report at the meetings of the Board of Directors describing the project, owner, and the date the ARC approved the project. A verbal report shall be given at the annual member meeting.

III. Responsibilities and Duties

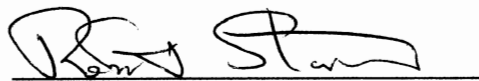
To fulfill its responsibilities and duties, the ARC shall:

A. Comply with the Coastal Oaks at Atlantic Beach Homeowners Association's Covenants, Architectural Guidelines and any other Coastal Oaks at Atlantic Beach HOA governing documents and Florida Statute 720 Homeowners Associations; and

B. Review and recommend for approval by the Board of Directors any ARC request submitted by any Coastal Oaks at Atlantic Beach HOA owners, if additional information is required for an ARC request, the ARC shall forward to the Management company for a response to be sent to the owner making the request.

This ARC Charter may be amended or revoked by the Board of Directors at any time by a majority vote of the Board of Directors.

The foregoing resolution is adopted effective as of this 26 day of April, 2022.



Robert Stanton, President, As Association Director



Elliott Moore, Secretary, As Association Director