

ARCHITECTURAL COMMITTEE DUTIES AND RESPONSIBILITIES

OVERVIEW

The Architectural Committee is responsible for overseeing maintenance, repair, and/or restoration work which includes, but is not limited to: painting, repairs, replacement and care of roofs, gutters, down spouts, exterior building surfaces, cement work on sidewalks and driveways, fences and decks. The Committee also endeavors to ensure harmony of exterior design and that all work is of first class or superior maintenance and constructed in first class workmanship manner. (Covenants, Article V)

RESPONSIBILITIES

Roofs: All roof repairs and replacements are to be of a first quality material, high wind resistant shingles, and in accordance with the established building criteria.

Brick Materials: All brick materials, stone materials, and other exterior siding materials repairs and replacements, are to be of first class quality and are to be of such color and tones which are harmonious with the remainder of the Subdivision.

Drainage: Maintain drainage basin and erosion control requirements according to city code. Coordinate with Landscape Committee regarding landscaping to direct runoff away from buildings, including downspouts and French drain installations.

Painting and Exterior Improvements: The Committee will maintain a list of approved paint color(s) and other specifications for exterior improvements that will maintain the aesthetic appeal of the Subdivision.

Periodic Inspections and Homeowner Education: The Committee shall conduct or have qualified third party experts conduct periodic inspections of the exteriors of all units and of the common areas in order to review the condition of the improvements and to identify any concerns. The Committee shall make efforts to provide all owners with helpful information regarding home maintenance and preventative actions to be taken to preserve the integrity of each unit's construction.

Maintenance Requests: Any owner who believes there is a need for maintenance on an individual unit or on a common element should complete a written request using the Maintenance Request Form and submit to the Architectural Committee. The Committee will communicate all requests to the Board and will maintain a log of Maintenance Requests showing details and tracking approved tasks by Completed, In Process and Future projects. The Committee will provide planning and budgeting assistance to the Board as requested.

Owner Requested Improvements: Any owner who would like to install additional exterior items or to remove or change existing exterior improvements to their unit should complete a written request using the Architectural Change Application form and submit to the Architectural Committee. Owner is advised that if these will require maintenance, repair, or replacement, then the cost of maintenance, repair or replacement of these changes shall be the responsibility of the Owner. In order to communicate this responsibility to future Owners the Owner shall work with the Association to prepare a new document or modify the existing record document that describes the betterments, additions, or improvements which show the Owner's responsibility for such maintenance, repair, and replacement.

The Committee will review the request and supporting documents; if approved, the request will be signed by the Chair of the Architectural Committee and copies provided to the unit owner, the President

and the Secretary. The approved request will also be uploaded to the website as a permanent record of the approval. The owner must notify the Committee when the work is completed or if the work will not be done. Changes to the approved request will need to be submitted to the Committee for re-approval. Any requests that are denied by the Committee will be submitted to the Board for further action or approval. (Policy #125)

Contracts: After identifying a maintenance problem, the Committee is responsible for researching solutions and obtaining bids from at least three companies. Vendors must provide a certificate of liability insurance to be considered. A recommendation is to be made to the Board by the Committee and a contract obtained from the company chosen to perform the work.

All contracts must be signed by the President, or other officer in his/her absence.

Contracts are to include the following:

- Specific details of work to be done: list types of processes and materials to be used with as much detail as possible including scope of repairs or what exactly is having work done to it.
- Any additional efforts that can be anticipated should be negotiated and unit costs understood and included.
- A schedule of work completion dates and payment milestones listed.
- Liquidated damages if applicable.
- All warranty information.
- Clean-up expectations.
- Insurance and bonding certificates, copies required.
- Commitment to notify and obtain authorization from HOA representative prior to undertaking any work or purchase of materials that constitutes a change in scope and subsequent cost increases or changes to contract.
- Include provision allowing us to cancel the contract for unsatisfactory performance and obligation to pay only for work performed and materials installed up to the date of cancellation.
- Obtain Lien waivers.

Building Permits and Code Compliance: The Committee will work with vendors to assure compliance with all applicable building codes and assure building permits are obtained when required.

Setting Priorities for Work: The criteria for determining priority of work to be performed are as follows:

1. Does the existing condition constitute a safety hazard?
2. Will delaying a repair result in a greater cost to perform the repair later or cause additional degradation that will result in additional repair costs?
3. Replace and maintain, as necessary.
4. Is the repair of significant concern to or have impact on additional owners?

Replacement Plan Updates: The Committee will annually review the 30 year Replacement Plan and provide updates, such as timing and cost for anticipated replacements, as new information becomes available.

Budget: Prior to the 4th quarter of each year, the Committee will submit to the Treasurer a list of proposed projects, with their expected cost(s), for the following year.

COMPOSITION

The Architecture Committee shall consist of at least (1) HOA Member appointed by the Board of Directors in accordance with Article IX of the HOA By-Laws. The President may designate the Chairperson of the Architecture Committee.

TERM

The Architecture Committee members shall serve at the pleasure of the Board of Directors. The Board of Directors may remove an Architecture Committee member at any time without cause.

REPORTING

The Architecture Committee shall be a Standing Committee reporting to the HOA Board of Directors and shall provide periodic updates.