

Architectural Review Charter (Board Acting as Committee)

Association name:

Date adopted by the Board of Directors:

1. Authority

Declaration provision granting architectural-control authority:

article and section, e.g. Article X, Section Y

Under the provision of the Declaration identified above, architectural review for the association is performed by the Board of Directors acting as the Architectural Review Committee.

2. Submissions

Where owners submit applications:

email address or mailing address

Days to acknowledge receipt of an application:

Owners submit applications to the address above using the association's application form. The association will acknowledge receipt within the number of days stated above.

3. Review

Days to decide a complete application:

Applications are decided by majority vote of the directors eligible to vote. The Board will decide each complete application within the number of days stated above after receipt.

4. Records

Each application, the decision, and the reasons for any denial will be recorded in the association's records.

5. Finality

Because the Board serves as the review body, its decision on an application is the association's final decision.

Recusal Policy

A director will disclose, before discussion begins, any interest in an application, including where:

- the application concerns the director's own lot or unit;
- the applicant's property adjoins or directly faces the director's;
- the director has a personal or business relationship with the applicant; or
- the director has made prior public statements for or against the project.

A recusing director will leave the room during discussion and will not vote, and the recusal will be recorded in the minutes. When in doubt, disclose and recuse.

Adoption

Board President

Board Secretary