

SILVERSTONE RANCH ASSOCIATION
Architectural Review Committee Charter
Adopted: November 30, 2009 – Amended: March 25, 2020

Appointment/Number/Term

In accordance with Section 9.1 of the Declaration of Covenants, Conditions, and Restrictions for Silverstone Ranch Association (CC&R's), the Board of Directors (Board) shall appoint members of the Architectural Review Committee (ARC). There are no term limits. Each member of the ARC shall serve in such capacity until the member is either removed by the Board or resigns. Vacancies shall be appointed as required from time to time by the Board. The ARC shall consist of not less than three (3) members. A quorum of three (3) is required to make an approval/disapproval decision on an application.

The Committee Chairperson shall also be a current member of the Board of Directors. The Chairperson shall either attend the Board's regularly scheduled meetings or appoint another committee member to attend Board meetings, as deemed necessary by the Chairperson or as requested by the Board.

Purpose and Scope

Pursuant to Section 9.2 of the CC&R's, whenever the ARC deems appropriate, the ARC may propose to adopt, amend, revise, supplement, or repeal Architectural and Landscaping Standards and Application Procedures. Such proposed revisions shall:

- Include detailed application procedures and requirements informing homeowners exactly what must be included with the application and plan submittal and the fact that approval or disapproval is not official unless it is in writing;
- Clarify and implement the CC&R's by setting forth the procedures for ARC review within the Association to regulate the external design, appearance, and location of the properties and of improvements thereon in such a manner as to (a) promote those qualities in the environment that bring value to the properties; (b) foster the attractiveness and functional utility of the community a place to live, including the harmonious relationship among structures, vegetation, and topography; and (c) create a basis for treating all homeowners fairly and reasonably;
- Recommend proposed revisions to the Board for consideration and further recommend that such revisions should also be reviewed and edited by an attorney familiar with community law; and
- Receive final approval of the Board of Directors prior to publication and implementation.

Additionally, the Architectural Review Committee (ARC) shall:

- Review and approve or disapprove plans submitted by homeowners in accordance with the CC&R's and published Architectural and Landscaping Standards and Application Procedures;
- Educate members about the benefits of the architectural review process;
- Monitor improvements for compliance with approved applications and report noncompliance to the Board of Directors; and
- Provide a monthly report, including the minutes of any recent ARC meetings, to Community Manager and the Board of Directors no later than nine (9) days before each regularly scheduled board meeting so that the report can be included in the Board packet.

The monthly report shall include:

- A list of applications by Lot Number for the preceding period, including approval/disapprovals;
- A list of proposed policy and procedural recommendations, if any, for the consideration of the Board, including proposed amendments to the published Architectural and Landscaping Standards and Application Procedures; and

- A list of items, if any, that the ARC would like to be included in the Board's meeting agenda. Each item should include a clear statement of the recommendations the ARC would like the Board to consider.

Operating Procedures for Submission and Review of Applications and Plans

- Owners must submit applications to Management for date stamping and logging.
- Management shall forward new applications and plan submittals to the ARC no less than weekly.
- Management may also review or study applications and plan submittals for completeness, violation status, previous denials, or other approvals/denials in the community for a similar request and add any of this information to an application. Management may make recommendations to the ARC for an application's approval or denial.
- A simple majority of the Committee will be required to affect a decision. In the event this cannot be accomplished by the 45-day deadline due to absences or other unforeseen circumstances, the Committee Chairperson will refer the matter to the Board of Directors in a timely manner.
- Committee members will abstain from voting on applications for their own lot.
- No Committee decision shall conflict with the Federal Law, CC&R's, or published Architectural and Landscaping Standards.
- Committee members are aware that if the forty-five (45) day deadline for response is missed, the application is automatically approved per Section 9.3 of the CC&R's.**
- The Chairperson will ensure that applications receive adequate review to determine a decision and return them to Management with the Committee's written decision and list of conditions of approval and/or reason for disapproval no later than thirty (30) days after the application was received by Management so that the forty-five (45) day response deadline is met.
- The ARC will ensure **that applications are returned to Management with a decision and any conditions or reasons clearly indicated in writing at least two (2) weeks prior to the 45-day deadline so that** Management may prepare and send a response to the homeowner/applicant.
- Original applications, including supporting documents, will be kept on file at Management's office along with the Committee's decision and will not be retained by the ARC or any member thereof.
- The Board will set forth a process for which a homeowner/applicant may appeal the decision of the ARC. The Board's decision will be final and binding.

Authority

Below is a list which outlines what the ARC is authorized to approve vs. what the Board must approve after receiving the ARC's recommendations.

Committee May Approve Without Board Consent

- Any application which clearly meets published Architectural and Landscaping Standards and Application Procedures.

Committee May Not Approve Without Board Consent

- Additions/subtractions to a primary residence or dwelling structure,
- Exterior paint colors which deviate more than one shade from the from the approved paint palette for the Association, and
- Anything that is not expressly clear in the published Architectural and Landscaping Standards.