

Allen Avenue Square North Homeowners Association

Architectural Committee Charter

1. Purpose

The Architectural Committee ("Committee") is established to preserve the aesthetic harmony, safety, and property values of Allen Avenue Square North HOA. Its role is to review and regulate architectural, landscape, and exterior modifications in accordance with Article X of the CC&Rs and Article X of the Bylaws.

2. Authority

- The Committee derives its authority from the Declaration of Covenants, Conditions, and Restrictions (CC&Rs) and the Bylaws.
- It operates under the oversight of the Board of Directors, which has ultimate authority over all Association affairs.
- The Committee may approve, conditionally approve, or deny homeowner applications for architectural changes, subject to appeal to the Board.

3. Membership

- The Committee shall consist of 3-5 members, appointed by the Board of Directors pursuant to Bylaws Article X.
- Members must be homeowners in good standing (no delinquent assessments or unresolved violations).
- Terms of service shall be two years, renewable upon reappointment.
- The Board may remove or replace members at its discretion.

4. Duties and Responsibilities

The Committee shall:

- Review Applications: Evaluate homeowner requests for exterior modifications, including additions, paint colors, roofing, fences, landscaping, and signage.
- Ensure Compliance: Confirm that proposed changes comply with the CC&Rs, Bylaws, and adopted design guidelines.
- Maintain Records: Keep written records of applications, decisions, and communications.
- Report to Board: Provide regular reports to the Board of Directors summarizing activities and decisions.
- Advise Homeowners: Offer guidance on acceptable design standards to encourage consistency and quality.

5. Meetings

- The Committee shall meet as needed to review applications, but no less than once per quarter.

- Meetings may be held in person or virtually, with notice provided to members.
- A quorum shall consist of a majority of Committee members.

6. Decision-Making

- Decisions shall be made by majority vote of the Committee members present.
- Written notice of approval, conditional approval, or denial shall be provided to the applicant within 30 days of submission, as required by the CC&Rs.
- Homeowners may appeal Committee decisions to the Board of Directors, whose decision shall be final.

7. Standards of Conduct

- Committee members shall act in good faith, without bias, and in the best interest of the Association.
- Members shall avoid conflicts of interest and recuse themselves when personal interests may interfere.
- All deliberations and records shall be treated with confidentiality, except as required by law or governing documents.

8. Enforcement

- Unauthorized alterations are subject to enforcement actions, including fines or reimbursement assessments, as provided in Article VI of the CC&Rs.
- The Committee may recommend enforcement actions to the Board.

9. Amendments

This Charter may be amended by majority vote of the Board of Directors to remain consistent with the CC&Rs, Bylaws, and applicable California law (including the Davis-Stirling Act).