

**ARCHITECTURAL CONTROL COMMITTEE
CHARTER
PARK EAST SQUARE HOMEOWNERS ASSOCIATION**

WHEREAS, Article IX, By-Laws of Park East Square Homeowners Association, Inc., authorizes the establishment of an Architectural Control Committee; and

WHEREAS, the Board of Directors has identified the need for such a committee; and

NOW THEREFORE LET IT BE RESOLVED, that the Board of Directors of the Association does establish by this resolution a committee as a standing committee of the Association to be known as the Architectural Control Committee (ACC or committee).

**ARTICLE I
DUTIES AND FUNCTIONS OF THE COMMITTEE**

1. Provide assistance and recommendations to the Board of Directors in establishing and enforcing architectural standards, and in reviewing requests for exterior modifications and potential violations. Final decisions rest with the Board of Directors.
2. Review and recommend revisions, as necessary, to the Association's Architectural Control Guidelines (ACG), or any other document requested by the Board of Directors.
3. Where directed by the Board of Directors, investigate complaints of noncompliance with ACGs in order to establish the factual basis and merit of the allegation.
4. Work to educate members on current architectural guidelines and the process for requesting new exterior modifications.
5. Prepare and present to the Board of Directors comprehensive and complete minutes of all committee meetings.
6. The committee shall consist of at least three (3) and no more than five (5) members.
7. The committee shall meet at least quarterly and as often as necessary to complete its assigned responsibilities, including voting on any architectural applications.
8. All meetings of the committee shall be open to members of record of the Association.
9. No meeting of the committee shall be held without the presence of at least three (3) committee members.
10. A committee member shall be removed from the committee when, without good cause, he/she fails to attend three (3) consecutive meetings.
11. Committee recommendations and actions shall be made by a simple majority vote of the committee members.
12. If a committee member submits an application or complaint on his/her own behalf and approval is delegated to the committee, he/she shall recuse himself/herself in review, discussion and voting on such application or complaint.

ARTICLE II
DUTIES AND RESPONSIBILITIES OF COMMITTEE OFFICERS

1. The committee shall nominate and elect a chair, vice-chair, and secretary at the first committee meeting immediately following the annual meeting of the members of the Association. All officers shall hold office until a successor is elected in the following year, or until earlier resignation, removal, or inability to serve.
2. The chair shall designate the time and place of the meetings, call to order and conduct meetings, act as a liaison between the committee and the Board of Directors, be present at all committee meetings and Board of Directors meetings when his/her presence is warranted and shall forward all reviewed applications, recommendations and such to the Board of Directors.
3. The vice chair shall perform any duties of the chair in the absence of the chair or at the request of the chair.
4. The secretary shall record and keep comprehensive and complete minutes of all committee meetings, forward minutes to the committee members and perform any duties of the chairs in the absence of the chairs or at the request of the chairs.

ARTICLE III
COMMITTEE MEMBERSHIP

1. Any Association member in good standing who wishes to serve on the ACC shall notify the Board of Directors or the ACC either in person, at a meeting or via the managing agent.
2. The ACC shall review all candidate statements and submit them, along with its recommended candidate, to the Board of Directors for final appointment to the committee.
3. Committee members may be removed from the committee by an act of the Board of Directors at any time, and for any reason, stated or unstated.
4. A managing agent may be a committee member if appointed by the Board of Directors and may be an officer if elected by the committee.

HEREBY, accepted by the Board of Directors of Park East Square Homeowners Association on this 9th day of March, 2021.

By: 
President, Park East Square Homeowners Association