

BOULDER OAKS COMMUNITY ASSOCIATION
ARCHITECTURAL AND LANDSCAPE
COMMITTEE CHARTER

Purpose: To review all architectural improvement plans submitted by homeowners. Approve or deny improvements stating reason(s) for decision in writing. The Committee may also advise the Board of Directors on matters relating to the existing or proposed guidelines governing the Architectural Review process.

Responsibility:

1. Uphold the rules and regulations set forth in the governing documents (CC&R's, Architectural Design Guidelines and Rules & Regulations) for architectural and landscape improvements to Lots within the Association.
2. Treat all requests without bias or prejudice.
3. Respond to all requests in a timely manner.

Membership: The Committee shall be composed of three (3) members of the Association who shall be members in good standing throughout the term of office. There shall also be two (2) alternate members, who shall be substitutes to act in the event of absence or disability of any member.

Qualifications: Committee members with an architectural, construction or design background will receive preference for this committee.

Meetings: The Committee will meet no less than on a quarterly basis. At least one member shall attend Board meetings to provide verbal updates.

Reporting Requirements: The Committee will prepare written minutes and monthly written reports on its on-going and completed activities to Management at least ten (10) days prior to a Board meeting.

Reports To: The Board of Directors.

Term: Committee Members volunteer for one (1) year terms unless otherwise specified. Chairman must be appointed by the Board annually at a meeting of the Board.

Structure: A Co-Chair will be elected to assist in the absence of the Chair. Ultimately the committee works on behalf of the community and reports to the Board of Directors.

Participation: Members are required to attend committee meetings. If a member is unable to meet the obligations of the committee the member will be removed from the committee and another Owner will be appointed to the committee. The remaining Boulder Oaks Community Association committee members may recommend removal of a member from the committee after 3 absences in a 12-month period of time.

Budget & Expenses: The Committee does not have an assigned budget. Any expenses will be by Board approval only.

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The above stated charter was adopted by the Board of Directors of Boulder Oaks Community Association at a duly noticed meeting held on March 28, 2018.