

The Reserve at Williamsburg Homeowner's Association

Architectural Review Committee

Architectural Review Committee Purpose:

The Homeowner's Association (HOA) seeks to maintain and promote an attractive neighborhood for the benefit and pleasure of all who live at the Reserve of Williamsburg. To that end, the HOA administers a set of Architectural Guidelines that have been approved by the Board of Directors. The guidelines require that, before any improvements are made to any dwelling or property, an application for Architectural Change must first be submitted, and approved, by the Architectural Review Committee (ARC).

Therefore, the Architectural Review Committee has been established for the purpose of reviewing and, as appropriate, approving or disapproving all plans submitted by Owners for modifications, alterations or additions made on, or to, existing structures or property within the Association.

The ARC shall not be required to review any Plans unless, and until, the application has been submitted in completed form and the Plans contain all of the required items.

The ARC reports to The Reserve at Williamsburg Homeowners Association Board of Directors and works directly with the Association Management staff. The ARC is fully responsible in promoting an attractive neighborhood.

Architectural Review Committee Qualifications

1. Must be The Reserve at Williamsburg property owner (single and/or townhomes).
2. Must be in good standing in adherence to the CC&R's as well as financially current.
3. Must have an interest in making The Reserve at Williamsburg community an attractive neighborhood and a great place to live.
4. Requires the chair or a designated representative to periodically attend Board of Directors (BOD) meetings to report on the work of the committee and to receive direction from the Board.

Architectural Review Committee Appointments and makeup:

1. The Architectural Review Committee will be comprised of one (1) member from the BOD, two (2) homeowner members, and one (1) alternate member. The two homeowners shall include one member from the single family homes and one member from the townhomes. The alternate member may vote only in the absence of a regular member.
2. Members will be appointed by the Board of Directors based upon qualifications and interest.
3. The Board of Director's member shall serve as chairperson to preside over meetings and oversee work by the committee. Chairperson will serve as tiebreaker on votes that are equally

split. Chairperson reserves the right to defer any matter under review by the ARC to the Board of Directors for final resolution.

4. The Board of Directors shall appoint one member of the BOD to serve as chairman of the ARC on a yearly basis. During the term of the first ARC one homeowner will be appointed to a two (2) year term and one homeowner, plus the alternate, will be appointed to a one (1) year term to provide flow of education, knowledge and skills term to provide flow of education, knowledge and skills. Thenceforward, all ARC homeowner members will serve two consecutive years at a time. Members may not serve more than two consecutive terms on the committee unless there is no one else interested in serving on the committee.
5. The BOD reserves the right to remove and replace any committee member that is habitually absent from meetings or is not contributing to the effectiveness and harmony of the committee.
6. Unless interest is limited, no homeowner shall serve on two committees at any one time, with the exception of BOD members.

Duties and Responsibilities

1. The ARC shall review and, as appropriate, approve or disapprove all Plans submitted by Owners for an Architectural change, with the exception of those Plans referred to the entire BOD by the chairperson for approval or disapproval.
2. The ARC may, in its sole discretion, waive the requirement that any or all of the required Plans be submitted in a particular case where it determines such Plans are not necessary to properly evaluate the Application.
3. The ARC shall not approve the Plans for any improvement that would violate any of the provisions of the Declaration or of any applicable supplemental Declaration.
4. Requires the chairperson or a designated representative to periodically attend BOD meetings to report on the work of the committee and to receive direction from the BOD.
5. Works directly with the Association Management staff to process and respond to Applications for Architectural change.
6. The approval by the Architectural Review Board of any Plans, and any requirements by the ARB that the Plans be modified, shall not constitute a warranty or representation by the ARB of the adequacy, technical sufficiency or safety of the improvements described in such Plans, as the same may be modified, and the ARB shall have no liability whatsoever for the failure of the Plans of the Improvements to comply with applicable building codes, laws and ordinances or to comply with sound engineering, architectural or construction practices. In addition, in no event shall the ARB have any liability whatsoever to an Owner, a contractor or any other party for any costs or damages that may be incurred or suffered on account of the ARB's approval, disapproval or conditioned approval of any plans.
7. The ARB shall be required to review and either approve or deny any application within thirty (30) days once all required supporting materials have been provided.
8. The ARC shall comply with Article VI (Architectural Control) section of the Declaration in the conduct of its duties and responsibilities.