

PELICAN STRAND HOA BOARD OF DIRECTORS



Architectural Control Committee Charter

1. Purpose:

The purpose of the Architectural Control Committee is to provide the residents of Pelican Strand with an attractive and consistent environment by ensuring the exterior appearance of homes are compliant with the Pelican Strand Covenants and Restrictions. The committee does not have the authority to commit funds or make contractual obligations. The committee has no established budget; however, if funds are required they must be approved in advance by the BOD.

2. Type of Committee:

This will be a Standing Committee serving the Board of Directors on a continuing basis, meeting as required by the level of activity and/or as often as deemed necessary by the Board of Directors.

3. Membership:

The committee should consist of no less than three and no more than five members. Any homeowner in good standing may serve as a committee member; good standing is defined as having no assessed fines, no violations, no delinquencies, and no felonies. Members shall elect a Committee Chairperson, Vice Chairperson and a Secretary, dependent on the committee's size, with the minimum being a Chairperson and Secretary. The Committee Charter and Chairperson's contact information will appear on the Pelican Strand website (www.pelican-strand.org), or may be obtained by contacting a member of the Board of Directors. The Committee Chairperson will be responsible to report to the Board of Directors in a timely manner determined by the scope and level of committee activity. All members will serve at the discretion of the Board of Directors.

4. Schedule:

Meetings shall be scheduled as often as deemed necessary by the level of activity and/or by the directive of the Board of Directors. Scheduling will be the responsibility of the committee chairperson. Notification of the date, time and meeting location shall be sent to all committee members and Directors, preferable by email.

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5. Responsibilities:

- A. Meeting minutes must be recorded and sent to all Directors and the Association Manager.
- B. The Chairperson or his/her designee, will be responsible to present a committee report of any meeting activity at the next regularly scheduled BOD meeting.
- C. Ensure that each resident application for modifications to their home be accepted, reviewed and receives a response within the required thirty day period.
- D. Make prudent and consistent decisions for all applications utilizing the Pelican Strand Covenants and Restrictions, known county codes and all other guidelines and policies that may apply.
- E. Communicate the need for any clarifications and/or special requirements necessary for approval of a resident's modification application.
- F. Maintain open communication with the BOD, Association Management and Residents.
- G. Submit to the BOD for approval, all recommended actions/suggestions by the committee prior to taking action.
- H. Comply with any directives deemed necessary by the BOD.

All committees are expected to adhere to the Declaration of Covenants and Restrictions and By-Laws of the Pelican Strand Community.

Above subject to changes with approval of the Board of Directors.

***Approved by Board of Directors - May 25, 2016.
Revised and approved by Board of Directors - July 14, 2016.***