

## **Charter HSPOA Architectural Review Committee**

April 17, 2007

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### **Purpose, Scope and Timing:**

An Architectural Review Committee shall be formed to review plans and general features of new or proposed modifications to buildings and shoreline restoration, to assure quality in materials and appearance in order to uphold the value of all property.

**The charge to this committee is to act as the:** Architectural Review Committee, a committee of no less than three and no more than five members including the chairman, and focused on assuring that members have a clear understanding of the requirements and options in building, modifying or adding structures to properties on Hidden Springs Lake or its surrounding lots, outlots or other land owned by HSPOA.

### **Proposed committee membership and staffing responsibilities including facilitator role:**

- Members of the Architectural Review Committee may not hold position as members of the Board of Directors.
- Committee members shall be appointed by the Board of Directors and must be members in good standing, as defined in the By-Laws
- The Committee Chairperson will serve a one-year term as chairperson, and all members will serve three-year terms, with the Chairperson being selected annually, by vote of the Committee from its members.
- In the event of a vacancy of an Architectural Review Committee member, a successor shall be appointed by the board of directors and shall serve for the unexpired term of his/her predecessor.

**Background:** The Architectural Review Committee has existed from the beginning of the Hidden Springs Property Owners' Association incorporation.

Their role is to

- Develop advisory recommendations to the Board of Directors & general HSPOA membership
- Seek collaboration and fostering communications between members and the Board of Directors.
- Ensure the stability and growth of property values for HSPOA members.

**Meeting Schedule:**

Business will be conducted in quarterly or special meetings, conference calls and using e-mail.

The Architectural Review Committee chairperson will develop the agendas and schedules for regular and/or special meetings, which will be open to members for attendance.

All meeting agendas, minutes and reports of the Committee will be kept on file with the Secretary. Reports to the HSPOA members will be made at all general or special meetings of the members, at least quarterly, via inclusion into the HSPOA newsletter, following the format and procedures defined by the Administrative Advisory Committee.

**Assignments/products:**

- Develop a standard process for members to follow, in requesting approval to add, build or modify buildings, or perform shoreline restoration, within Hidden Springs development area.
- Ensure that all requests to the Committee, Committee decisions on requests, proposals and other correspondence regarding Committee business are handled in written form.
- Provide copies of all written documentation to the Secretary quarterly, for inspection by members on an as-requested basis. Records are to be open to all current HSPOA members, and will be kept by the Secretary, in accordance with guidelines provided by the HSPOA Administrative Advisory Committee.
- Communicate regularly with members, at regular or special meetings, notifying members of requests made, decisions made on each request, and current status of projects in progress, including targeted “finish dates,” as well as other issues of interest to members. The intent of this effort is to keep the members apprised of new building, renovations or other activities within the scope of the Architectural Review Committee’s work.
- Act as a “point of contact” for members wishing to raise architectural or other building-related issues, request resolution of disputes that are within the scope of the Architectural Review Committee’s area of focus, and assure that HSPOA is functioning in the best interest of its membership.
- Review the Architectural Committee Guidelines annually and present any proposed changes to the board in writing.