

High Lonesome Ranch Estates Property Owners' Association

ARCHITECTURAL REVIEW COMMITTEE CHARTER 21 May 2025

This charter supersedes any previous charters, resolutions, or decisions by the Board of Directors pertaining to the mission, authority, membership, responsibilities, duties, meetings and reporting of the Architectural Review Committee.

- 1. MISSION:** The Architectural Review Committee (ARC) makes recommendations to the Board of Directors regarding approval of proposed improvements to the properties based on evaluation of their compliance with the provisions of the Declaration of CCR&E and written rules and regulations of the Association.
- 2. AUTHORITY:** The ARC does not approve proposed improvements of the properties but only makes recommendations to the board of directors. The ARC Chair may communicate directly with property owners to solicit additional information or point out conflicts with the Association's governing documents.
- 3. MEMBERSHIP:** The ARC will consist of three members appointed by the Board of Directors. All members of the ARC must be members in good standing. The Chair of the ARC will be a member of the Board of Directors.
- 4. RESPONSIBILITIES AND DUTIES:** The ARC, via its Chair, will coordinate with property owners to insure all submissions are complete and sufficient in detail to show the elevation, color, style, size, height, and location on the lot of the proposed improvements. The ARC will ensure its review is completed in a timely manner to allow the submission to be voted on by the board and the final decision communicated to the property owner within 45 days of submission. When complete, the ARC Chair will forward the ARC's recommendation to the Secretary of the Association's Board of Directors for retention in the Association's records. The ARC Chair will notify property owners when the ARC's evaluation of their proposed improvement has been forwarded to the Board of Directors for action.

5. MEETINGS AND REPORTS

5.1 Meetings: Collaboration between members of the ARC will be conducted on an as-needed basis by email or other digital means associated with the submissions requesting review of proposed improvements. Questions or solicitations for additional information will be consolidated by the Chair and communicated via email to the property owner.

5.2 Reports: Records of the ARC's recommendations and approval/denial letters will be maintained by the Association's Secretary. The ARC will report to the Board of Directors during Board meetings on the number of review requests received since the previous meeting and the current status of each request.