

Architectural Committee Roles and Responsibilities

Purpose:

To advise the Board of Directors in accordance with the Bylaws, Declarations and Board policies.

Committee Responsibilities:

1. develop and maintain a working knowledge of the Declarations and Board policies related to architectural control
2. review applications for requested changes to the exterior of homes and proposed changes or additions to Association structures for compliance with the Declarations and Board policy
3. make recommendations and advise the Board regarding such requests and proposals
4. develop and maintain standard forms, procedures and instructions for submitting and reviewing a request/proposal
5. on behalf of the Board, advise homeowners in writing of the Board's approval or disapproval of the request/application, including reasons for disapproval
6. propose changes or additions to the Bylaws, Declarations and Board policies related to architectural control as needed
7. submit reports to the Management Company at least monthly to support its compliance monitoring responsibilities

Management Company Roles and Responsibilities:

1. Through periodic community inspections, monitor and report on exterior changes and compliance with the Declarations and Board policies.
2. Ensure compliance with Board policies regarding exterior changes to Association property.
3. Enforce, as necessary, the Board's policy, "Compliance with CSPA Policies, Restrictions, Conditions and Covenants".