

ARCHITECTURAL REVIEW COMMITTEE

RESPONSIBILITY:

It is the responsibility of the Architectural Review Committee (ARC) to review and approve all new construction, any alterations to existing construction, any external ascetics i.e. walls, fences, patios, decks and anything else that affects the harmony of the external appearance of the property to insure that the SRHOA By-Laws and Covenants are adhered to.

COMMITTEE CHAIRPERSON:

The committee chairperson is a volunteer resident of Savannah Ridge whose name has been submitted to the Board of Directors of the Homeowners Association and approved.

COMMITTEE MEMBERS:

The committee members are volunteer Savannah Ridge residents (1 to 6 individuals) that the committee Chairperson organizes to carry out the responsibilities of the committee. The chairperson or committee members, at their discretion, can recruit additional help for special projects as required.

TERM OF OFFICE:

Committee Chairperson serves for one calendar year.

Committee members can serve for any length of time at their discretion.

DUTIES INCLUDE:

1. Interface with the Board to maintain and gain compliance with SRHOA By-Laws and the Covenants, Conditions, and Restrictions of Savannah Ridge.
2. Implement new policies and procedures approved by the Board.
3. Publish a copy of current ARC Guidelines and make available to all owners/potential owners.
4. Adopt, promulgate, amend and revoke design and architectural guidelines. Submit to Board for approval and enforcement.
5. Provide construction standards, information sheets and guidelines to potential owners and builders.
6. Review and approve construction plans with owners and builders.
7. Provide ARC Application for Project Approval Forms to all applicants. Meet with the applicants and answer general questions when necessary.
8. Approve or disapprove Application Forms and submit to the Board for further review/actions if necessary.
9. Monitor the Savannah Ridge neighborhood to assure compliance with By-Laws & Covenants, Conditions and Restrictions. When violations are observed follow procedures outlined in the Covenant Assurance Policy & Bylaws.
10. When an unusual condition exist that is not covered by the By-Laws, Covenants Conditions and Restrictions that requires further consideration submit to the Board for further direction.
11. Provide reports to the Board as requested or when problems occur.
12. Provide to the Board, in the fourth Quarter, an end of the year budget projection for the upcoming year.

ESTIMATE OF COMMITTEE TIME:

Time commitment will vary depending on circumstances encountered. Estimated time not to exceed 2 hours per month during 12 months of the year.

Revised
6/3/2014