



Architectural Review Committee Charter

Established by CC&Rs Section 8 | Adopted by Board Resolution

1. Mission

The Architectural Review Committee (ARC) exists to enforce the ARC Rules and Regulations and the decisions of the ARC. The Committee has independent authority as established in the Amended and Restated Master Declaration of Covenants, Conditions and Restrictions, for the Community of Canyon Lakes (CC'Rs), Section 8.

2. Scope of Work

The Committee's work product takes the form of:

- Approval of plans and specifications for the development of Private Areas
- The promulgation and enforcement of its related rules and regulations as stated in the CLPOA Architectural Rules and Guidelines

2.1 Primary Subject Areas

- Review construction drawings for proposed new residential construction
- Review applications for exterior modifications/additions to existing residences
- Review applications for exterior body and trim colors

2.2 Key Activities and Deliverables

- Process applications received via email
- Respond to applicant in a timely manner with decision
- Record pertinent information in a shared spreadsheet
- Deliver ARC approval letter and yard sign to applicant for approved projects
- Pick up sign at conclusion of project and update spreadsheet
- Obtain permission from homeowner prior to making onsite inspection of active approved projects

3. Responsibilities

3.1 Committee Chair

- Preside over Committee meetings and set the agenda.
- Coordinate Committee work and ensure deliverables are completed and submitted to the Board on schedule.

- Serve as the primary liaison between the Committee and the full Board unless a separate Board Liaison is designated.
- Approve expenditures within the Chair's authorized limit under Section 10 (Spending Authority).
- Report Committee activity, recommendations, and expenditures to the Board at each regular Board meeting.

3.2 Board Liaison

If the Chair is not a Board member, the Board shall designate a Board member as the Board Liaison. The Board Liaison:

- Attends Committee meetings and keeps the Board informed of Committee progress and emerging issues.
- Brings Board direction and priorities to the Committee.
- Presents Committee recommendations to the full Board when the Chair is not a Board member.

3.3 Homeowner Volunteer Members

- Attend Committee meetings and actively participate in discussions, site reviews, and research activities.
- Contribute relevant knowledge, skills, and community perspective to the Committee's work.
- Complete assigned tasks and deliverables between meetings.

3.4 Community Manager

- Attend Committee meetings in a non-voting, staff support capacity.
- Provide the Committee with access to Association records, contracts, budgets, and vendor information relevant to the Committee's scope, subject to Board direction.
- Process approved expenditures and maintain supporting documentation for Board review.
- Advise the Committee on Association policies, governing documents, and operational constraints.
- Coordinate communication between the Committee and vendors, contractors, or other parties, as directed by the Board.

4. Limitations

The Committee acts on behalf of the Association. Decisions of the committee relevant to improvement applications do not require Board approval before taking effect.

4.1 Spending

- Expenditures are limited to \$2,500 per transaction and must be within the Board-approved and homeowner-ratified annual budget for this Committee.

- Expenditures for matters outside the Committee’s scope require advance Board approval regardless of dollar amount.
- The Committee may research vendors and solicit informal proposals to inform its recommendations, but all formal solicitations, contract awards, and vendor agreements are the Board’s authority.

4.2 Communications and Scope

- Committee members may represent the Committee to homeowners without prior Board authorization.
- The Committee may not issue statements on pending litigation, enforcement actions, legal matters, confidential matters, or any matter the Board has not authorized for release.
- The Committee’s work is limited to its designated subject areas in Section 2 and may not be expanded without Board authorization.

5. Scope of Authority

This is a non-advisory committee. It exercises powers as assigned by the CC’Rs, Section 8. The Committee’s authority is limited to:

- Conducting research, site reviews, analysis, and approval within its designated subject areas.
- Developing and presenting written recommendations and reports to the Board.
- Approving expenditures up to \$2,500 per transaction, subject to Section 10 (Spending Authority).
- Soliciting homeowner or stakeholder input as directed or authorized by the Board.

6. Membership

6.1 Composition

The Committee shall be composed of:

- At least one (1) member of the CLPOA Board of Directors, serving as the Board Liaison.
- The CLPOA Community Manager (non-voting, ex officio participant).
- Homeowner volunteers as appointed by the Board.

6.2 Voting Rights

Because this Committee exercises Board powers under the CC’Rs, Section 8.3, voting rights are not restricted by statute to Board members only. The Board shall designate voting membership in the resolution establishing this Committee. Voting rights extend to homeowner volunteer members.

6.3 Chair

The Chair is appointed by the Board and need not be a Board member. The Chair presides over meetings, sets the agenda, and serves as the primary point of contact between the Committee and the full Board.

6.4 Appointment and Terms

The Committee shall consist of at least three persons who shall be appointed by the Board to three (3) year terms. The Board shall determine the number of persons to be appointed to the Committee. Members of the Committee may be removed and replaced at any time by the Board.

6.5 Vacancies

The Board shall fill vacancies in the Board Liaison position at the earliest practicable opportunity. No formal recommendations shall be submitted to the Board during a vacancy unless the Board expressly authorizes otherwise.

7. Meetings

7.1 Open Meeting Requirements

The open meeting requirements of RCW 64.90.445 do not apply to this Committee, because the ARC's authority derives from CC'Rs Section 8 rather than from delegation of Board powers under RCW 64.90.410(6). Meetings are limited to Committee members and the Community Manager. The Chair may permit homeowners to observe a meeting at the Chair's discretion.

7.2 Meeting Schedule

The Committee shall meet as frequently as necessary to fulfill its functions under this Charter and the CC'Rs, on a schedule established by the Chair in coordination with Committee members and the Community Manager. The meeting schedule shall be reported to the Board.

7.3 Special Meetings

Special meetings may be called by the Chair or by a majority of the voting members, with reasonable notice to all Committee members.

7.4 Quorum and Action Without a Meeting

Except as otherwise provided herein, any two (2) members of the Committee shall have the power to act on behalf of the Committee without the necessity of a meeting and without the necessity of consulting the remaining member of the Committee; provided, however, that if the Committee has more than three members, then any number of Committee members constituting a two-thirds (2/3) majority of the membership of the Committee shall have the power to act on behalf of the Committee without the necessity of a meeting and without the necessity of consulting the remaining member of the Committee. The Committee may render its decisions only by written instrument setting forth the action taken by the members consenting thereto.

7.5 Minutes

The Committee shall maintain written minutes recording attendance, votes taken, the substance of discussions, and recommendations developed. Approved minutes shall be provided to the full Board and retained as Association records.

8. Appeals

8.1 Right of Appeal

A Unit Owner whose application has been denied or approved with conditions by the ARC may appeal the decision to the Board of Directors. An appeal must be submitted in writing to the Community Manager within thirty (30) days of the date of the ARC's written decision. The appeal shall state the specific grounds on which the applicant believes the ARC's decision was incorrect, inconsistent with the CC'Rs or ARC Rules and Guidelines, or otherwise in error.

8.2 Board Review

The Board shall consider the appeal at a regular or special Board meeting within sixty (60) days of receipt of the written appeal, unless the applicant agrees to a later date. Prior to the meeting, the Community Manager shall provide the Board with the original application, the ARC's written decision, a written summary from the ARC Chair of the basis for the decision, and the homeowner's written appeal. The ARC Chair or designee shall have the opportunity to address the Board before a vote is taken.

8.3 Board Authority on Appeal

The Board may uphold the ARC's decision, overturn it, modify it, or remand the matter to the ARC with specific direction. The Board's decision on appeal is final. When overturning or modifying an ARC decision, the Board shall document its reasoning in the meeting minutes. The Board shall give substantial deference to ARC expertise and shall not overturn an ARC decision solely on aesthetic preference; appropriate grounds for overturn include clear inconsistency with the CC'Rs or ARC Rules and Guidelines, error in applying those standards, or denial of procedural fairness to the applicant.

8.4 Effect of Appeal on ARC Decision

Filing an appeal does not automatically stay the ARC's decision. A homeowner who proceeds with a denied or conditioned improvement while an appeal is pending does so at their own risk. The Board may, in its discretion, issue a stay of an ARC decision pending appeal if circumstances warrant.

9. Reporting to the Board

The Chair, or the Board Liaison on the Chair's behalf, shall report to the full Board at each regular Board meeting. The report shall include Committee activity since the last report, applications received and decisions rendered, expenditures approved, any enforcement matters requiring Board action, and any other matters requiring Board direction.

10. Spending Authority

Consistent with Section 1 of the Association’s Simplified Procurement Procedure (adopted April 11, 2023), the Committee Chairperson may approve expenditures under \$2,500 per transaction for goods and services within the Committee’s scope, subject to the following:

- Expenditures must be within the Board-approved annual budget allocation for this Committee.
- Expenditures at or exceeding \$2,500 require advance approval under the applicable tier of the Simplified Procurement Procedure.
- The Simplified Procurement Procedure governs all vendor relationships regardless of dollar amount.
- The Community Manager shall process all approved expenditures and maintain documentation for Board review.

11. Amendments

This Charter may be amended by vote of the full Board at any properly noticed Board meeting. Any amendment shall be documented in a Board resolution and reflected in an updated Charter bearing the new adoption date.

12. Dissolution

The Architectural Review Committee is expressly established in the CC’Rs, and as such, cannot be dissolved by the Board.

13. Legal Compliance Note

This Committee is established under the CC’Rs, and as such, is not subject to the committee delegation and open meeting provisions of RCW 64.90.410(6) and RCW 64.90.445 (WUCIOA). In the event of conflict between this Charter and applicable law or the Association’s governing documents, the law and governing documents shall control. The Board shall periodically review this Charter as WUCIOA’s full provisions become effective January 1, 2028.

Adoption

This Charter was adopted by the Board of Directors of Canyon Lakes Property Owners Association by resolution at a duly noticed open meeting of the Board.

Resolution No.: _____

Date Adopted: _____

Board President: _____