

Position Description

Architectural Review Committee

(Approved: April 6, 2010)

The following items/actions are the responsibility of the Architectural Review Committee (ARC):

The Springs has established a unique architectural statement. It is the responsibility of the ARC to enforce the architectural, landscape, maintenance integrity of the Community-Wide Standard.

The ARC was established and guidelines were formulated to guarantee the architectural spirit and value of The Springs. These Board-adopted guidelines are comprised of design philosophy, submittal procedures, and standards. Any conditions, materials, or procedures not defined within the CC&R's and the Boards' adopted guidelines shall become a matter of judgment on the part of the ARC.

The ARC will consist of a committee of homeowners to assist the Directors in the pursuit of their position responsibilities. The ARC responsibility includes the following:

- Promptly review each request
- Meet with homeowner requester when necessary
- Provide approval/disapproval as soon as possible
- List special considerations or specific requirements on approvals
- Explain the appeal process for disapprovals
- Maintain a database of residents' requests, violation letters, status of projects/violations, and actions taken. This information must be submitted to the office manager regularly in order to maintain the database and homeowners files.

The Light Bulb Committee will report to the ARC and take the appropriate actions replacing burned out home address light bulbs.

The ARC will annually inspect the community and notify the homeowners of any non-compliance issues. Non-compliance notification letters sent to homeowners will fully explain the problem(s) and conform to all Arizona State, Pima County statutes, and HOA governing documents. The Enforcement Policy is detailed in the HOA Handbook and the ARC has the option to fine non-complying homeowners.

Typical areas of concern (not meant to cover all concerns): Plants, trees or weeds on private property or overhanging onto sidewalks or common property that require trimming or removal; the staining/painting of wood trim; use of approved paint color for house, patio walls, etc.; painting and location of cable /phone/satellite dish/etc. wires; excessive or unapproved exterior lighting; excessive noise; unauthorized exterior structural changes, plantings and/or neighborhood nuisance activities.

The goal of the ARC is to enforce the HOA Governing Documents and uphold Community-Wide Standards to the betterment of the community as fairly and respectfully as possible and to comply with other duties as requested.