



Architectural Committee

Purpose

- Review architectural improvement plans submitted by homeowners
- Approve or deny improvements, stating reasons in writing and submit approvals or denials to the Board of Directors.
- Research architectural requests from the Board of Directors and submit written reports as requested.

Goals and Objectives

- Uphold the restrictions set forth in the Harbour Vista HOA governing documents (CC&Rs) for architectural improvements to units within the association.
- Treat all requests without bias or prejudice.
- Respond to all requests in a timely manner.
- Create and maintain a working relationship with the Board of Directors and Management Company to ensure that areas of concern are resolved expeditiously.

Responsibilities

- The committee must report to the Board of Directors on a monthly basis. This report must be in writing and submitted at least seven (7) days prior to the scheduled Board meeting.
- The committee must keep a written record (minutes) of all meetings and return them along with each Architectural submittal to the Board of Directors. Committee minutes are subject to owner inspection (Civil Code Section 5200).



- Committee shall render a decision within thirty (30) days from the submittal of the architectural application from a homeowner or a request of the Board of Directors.
- The committee does not meet unless there is an architectural application submitted from a homeowner or a request by the Board of Directors.
- Any actions taken by the Architectural Committee may be appealed to the Board of Directors.

Term of Committee

- Committee members shall serve for a one (1) year term unless otherwise specified.
- The Board of Directors selects the committee members and the chairperson.
- Committee members including the chairperson may be removed at the discretion of the Board of Directors.
- Committee members must be unit owners (CC&Rs, Section 4.01)

Size of Committee

- The committee shall be comprised of no more than five (5) members nor less than three (3) members.