

## **Architectural Review Committee (ARC) Charter and Responsibilities**

September, 2007

The Committee shall be composed of a Chair and at least three other members. The Committee exists (1) to support the Board of Directors of the Gabriel Commons Association in maintaining and enhancing property values for all association members, specifically in regard to the buildings on the property, and (2) to facilitate the process for homeowners who want to make changes to their properties.

Committee responsibilities include:

- Be familiar with the passages/rules in GCA condo documents that are relevant to the work of the Committee.
- Research and recommend rule changes to the Board as appropriate.
- Help inform homeowners about the relevant rules.
- Serve as a resource for homeowners contemplating changes to their units, including not only exterior changes but also interior changes that fall under the passages mentioned above.
- Advise owners that it is their responsibility to determine whether permits are necessary for the proposed work, and to obtain such permits.
- Forward a copy of any completed "Gabriel Commons ARC Request/Notification of Proposed Project" form and any other written documents submitted by a homeowner to the Board within one week of receipt.
- After consultation with a homeowner who wishes to notify the Board or request permission to make a change, review request/notification and forward recommendations for Board action to the Board in a timely manner.
- Research and recommend external enhancements to the buildings (e.g., paint color schemes).
- Work with the Landscaping and Maintenance Coordinators to maximize the harmonious overall physical appearance of the property.
- Submit a written report of the month's activities to the Board at the end of each month. If there were no activities to report, inform the Board of this fact in writing.