

# Birkdale Committee Handbook

---

## Architectural Review Committee

### Purpose:

Reference Master Protection, A Declaration of Covenants, Easements and Restriction. Article VI – Architectural Review, Section 6.1 – Section 6.7.

### Authority:

The ARC has express authority to approve ARC Application for Exterior Alteration(s) forms based on the Architectural Standards and Guidelines. The ARC does not have the authority to approve actions that do not comply with the Architectural Standards and Guidelines or violate Architectural Standards and Guidelines.

Prior to implementation, the Birkdale Board of Directors must approve all revisions to standards, guidelines and procedures.

### Composition:

Reference Master Protection, A Declaration of Covenants, Easements and Restriction. Article VI, Section 6.1.

The BCA Board of Directors will appoint the Chairperson following the annual organizational meeting. Ideally, committee members will be selected from a pool of volunteer homeowner candidates representing as large a cross-section of the various neighborhood sections as possible. The Chairperson may recommend committee homeowners to the Board for its approval.

### Term:

Reference Master Protection, A Declaration of Covenants, Easements and Restriction. Article VI, Section 6.1.

A maximum of three (3) committee members will serve a one (1) year term (Annual Meeting to Annual Meeting or as close as possible to it). Attempts will be made to have members serve on a rotation basis to allow for continuity. Consecutive terms are permitted. Members may be removed with cause by the affirmative vote of the Board of Directors.

### Responsibilities:

- Community Group receives the ARC Application for Exterior Alteration(s) form from the homeowner of record and shall promptly record the request in SmartWeb. (See Figure 1)
- The committee is notified from SmartWeb of a new request.
- The request is evaluated by each member. If a site visit is required, the committee chairperson shall coordinate the visit with the homeowner submitting the form.

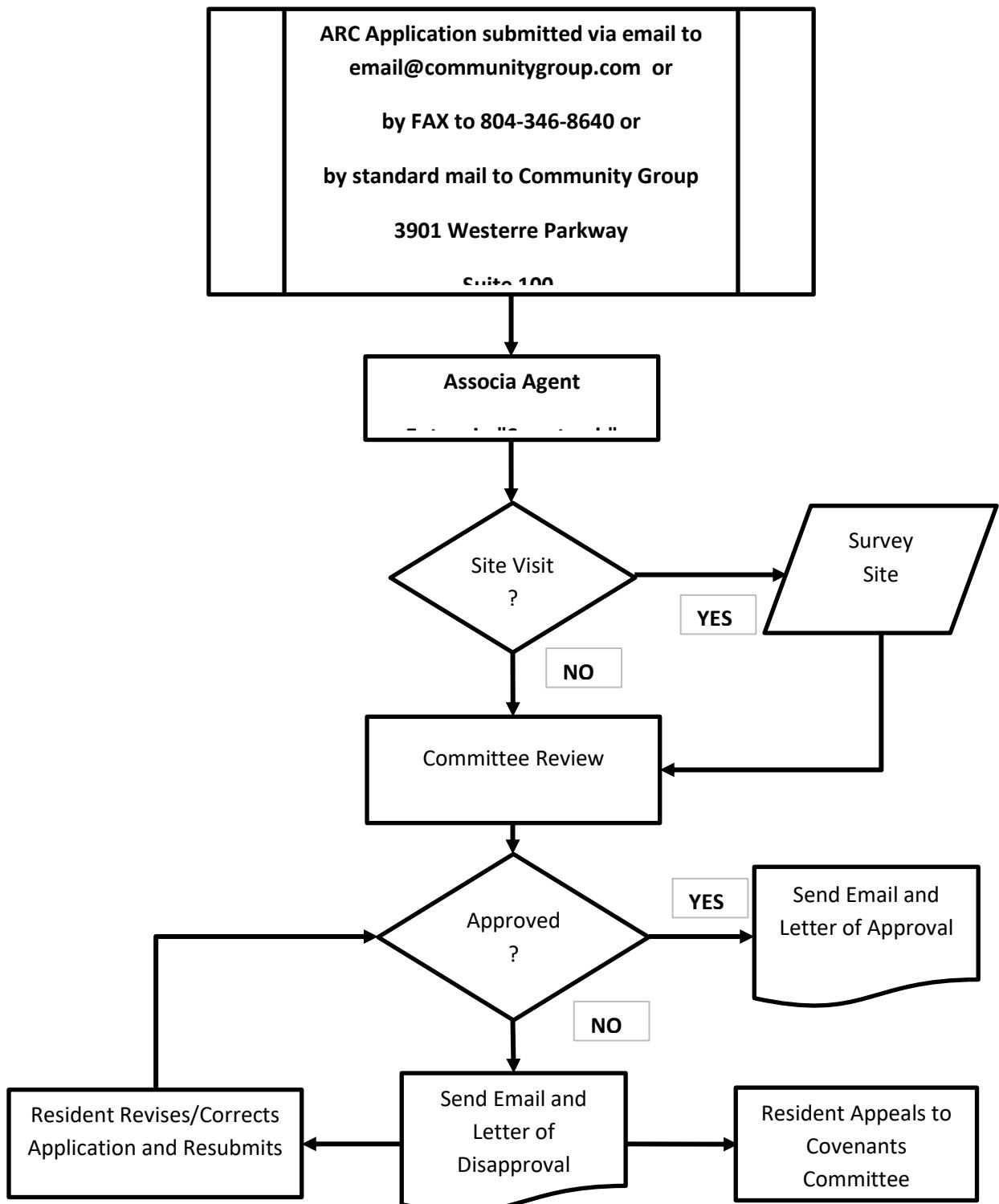
- The chairperson tracks the status of the request. Following the review and consideration, the committee will approve or disapprove the request, or approve the request contingent upon the requesting homeowner meeting certain stated conditions.
- The Chairperson (or ARC representative) attends each board meeting and reports the current ARC business.
- The Chairperson files a timely report to be included in each monthly Birkdale Bulletin.
- The committee will meet as needed.

**Reference documents:**

- Architectural Standards & Guidelines – January, 2010
- ARC Application For Exterior Alteration(s)

**Documents Replaced:**

- Operating Guidelines – June 2006
- Architectural Review Committee Guidelines – November 12, 2007
- ARCFORM\_INSTRUCTIONS



**Figure 1-ARC Application Process**