



BIRKDALE COMMUNITY ASSOCIATION, INC.
BOARD RESOLUTION 2026 – 9

ARC (Architectural Review Committee) Charter

The Board of Directors of Birkdale Community Association, Inc. at their meeting held on 8/26/2022 approved the ARC (ARCHITECTURAL REVIEW COMMITTEE) Charter attached hereto to be effective immediately. This resolution and policy supersede any previous policies approved by the Board.

A handwritten signature in blue ink, reading "Elizabeth C. Maresca", written over a horizontal line.

President

A handwritten signature in black ink, appearing to be "A. J. R.", written over a horizontal line.

Secretary

Architectural Review Committee (ARC) Charter

The Architectural Review Committee (ARC) of the Birkdale Community Association (BCA) is established to protect the integrity of the community by reviewing and approving or disapproving all plans for any type of exterior construction, alteration, demolition, installation or enlargement of any building, fence, wall, accessory building, exterior lighting, sign, mailbox or mailbox support, improvement or other structure.

"There is hereby established a committee (the 'Architectural Review Committee') for the purpose of reviewing and, as appropriate, approving or disapproving all Plans (hereinafter defined) submitted by Owners in accordance with this Article VI." Reference: Master Protections, A Declaration of Covenants, Easements and Restrictions, Article VI, Architectural Review, Section 6.1 -6.7.

- ### 3. Duration

4. Membership

- Board appoints a maximum of 3 BCA Owners as members.

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Approved _____, 2026 Effective _____, 2026

This document supersedes all previous documents.

- Board appoints Chairperson.
- The Chairperson may recommend Owners for consideration for ARC membership to the Board of Directors.
- Committee Members serve 2-year renewable, staggered terms.
- Members must maintain good standing with the HOA. Good standing shall be defined as the absence of any liens, privilege penalty, outstanding assessment or fine balances, CC&R Violations or pending legal action.
- Committee Members may be removed for cause at any time by a majority vote of the BCA Board of Directors.

5. Responsibilities

- Establish procedures by which application submissions must be made.
- Enforce compliance of each ARC application with “Architectural Standards and Guidelines” and other provisions in the Master Protections.
- Establish and maintain high quality design standards for structures and landscaping throughout Birkdale in conjunction with the Board of Directors.
- Absolutely no construction or modification of any type can begin until approval is given by the Architectural Review Committee.

6. Meetings

- Comply with BCA HOA standards and the Code of Virginia 55.1-1816.
- Advertise meetings with date, place, time, and open to all BCA members.
- Provide one agenda and packet of committee materials for the membership.
- Permit recording during open meetings.
- Executive Session may occur during an “open” meeting after an appropriate motion authorizes the Committee to discuss legal, personnel, or contracts. Following an Executive Session and resuming the open committee meeting, the Committee may vote on recommendations to present to the Board.
- Chairperson shall appoint a secretary to record Minutes at each Committee. meeting: Minutes should be filed with the Community Manager within 5 days following approval by the Committee.
- Include “Member Voice” opportunity at every meeting. See BCA Resolution 2025-001, “Member Voice Guidelines.”

7. Reporting

- Chairperson
 - Submits written report and recommendations to the Board at each regular Board of Directors' meeting.
 - Submits a written report monthly for publication in "Birkdale Bulletin."
 - Provides a written summary report for each Annual Meeting in October.

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- Communicates Committee's decision (approved, denied, request for more information) regarding each application to Community Manager.
- Committee Secretary
 - Creates Minutes for each Committee meeting and files with the Community Manager within 5 days following Committee's approval.

8. Limitations

ARC cannot bind the BCA financially or legally.