

# Mount Vernon Village Home Owners Association

## Administrative Resolution of the Board of Directors #107

### ARCHITECTURAL REVIEW COMMITTEE GUIDELINES

#### RECITALS

A. "Bylaws" refers to the *2006 Amended and Restated Bylaws of Mt. Vernon Village Homeowners Association*, "Board" refers to the Mt. Vernon Village Board of Directors, "Director" is any member of the Board of Directors, "Officer" is any officer of the Board of Directors, "Owner" is any unit member of the Association; "Unit" is an Owner's home; and "Association" is the Mount Vernon Village Home Owners Association.

B. Article VII, Section 7.2 of the Bylaws provides that at least one Board member shall serve as liaison to each committee of the Association, including the Architectural Review Committee.

C. Article IX, Section 9.1 of the Bylaws states that the Board may appoint an Architectural Review Committee to carry out its purposes..

D. Article IX, Section 9.2 of the Bylaws provides that the duties of the any committee established by the Board shall be prescribed by resolution of the Board. The duties include the duty to receive complaints from Owners on any matter within its scope of responsibility under the resolution establishing the committee. The committee shall dispose of complaints as it deems appropriate or refer them to such other appropriate committee (Landscape, Finance, Hospitality, etc.), Director or Officer of the Association.

E. Article XI, Section 11.6 of the Bylaws refers to the Order of Business at the annual meeting of the Association and includes an agenda item for committee reports.

E. The Board deems it necessary and desirable to adopt committee guidelines.

#### RESOLUTION

**NOW, THEREFORE, IT IS RESOLVED** that:

I. All prior Architectural Review Committee Guidelines Resolutions, if any, are rescinded and are no longer in force

II. The procedure set forth below shall now be the directives for the Architectural Review Committee.

**ARTICLE 1**  
**OVERVIEW OF DIRECTIVE**

**1.1 Maintain Agendas and Minutes.** All agendas and approved minutes will be maintained in an Architectural Review Book of Minutes.

**1.2 Communicate Meeting Times.** Monthly meeting dates be announced each month in the MVV Newsletter.

**1.3 Reserve Club House.** Monthly meeting dates be recorded on the Board Calendar through the Club House Coordinator.

**1.4 Collaborate with the Landscape Committee.** The Architectural Review Committee will work with the Landscape Committee on issues that cross lines between the two committees.

**1.5 Update Architectural Control Policy Manual.** The Architectural Control Policy Manual be maintained and updated as needed, at least once yearly, and that all forms for reports, responses, and requests are maintained.

**1.6 Requests for Changes.** Requests for architectural changes are reviewed by the committee and that the unit owner is notified, in writing, within 30 days from the date of the request if the request is granted. If the request is not granted, reason is provided; if it is approved then specifications and guidelines are provided. Include in the approval letter a request for notification when the work is completed so that the Committee can follow up with an inspection. All correspondence is maintained for future reference -see Owners correspondence recordkeeping below.

**1.7 Approved Requests Follow-up.** A follow-up on each completed approved request occurs to verify that the work was completed as to the agreed specifications. Include, in the approval letter, a request for notification when work is complete so that an inspection can occur by the Committee.

**1.8 Inspection of Sale/Rent Units.** Each unit that is put up For Sale or for Rent is inspected for compliance to the Architectural Review Policy Manual.

**1.9 Record of Unit Issues.** A record is maintained for each unit with any issues of non-compliance identified.

**1.10 Plan of Action.** A short term and long term plan is devised for dealing with the issues to bring the Association Units into harmony, compliance with the Architectural Review Policy Manual.

- The plan shall include methods for dealing with Units that go up for Sale prior to the issues being resolved;
- This plan shall be presented to the Board for its education and review at least yearly;

- This plan shall be shared with Owners through regular newsletter articles or other means of communication; and

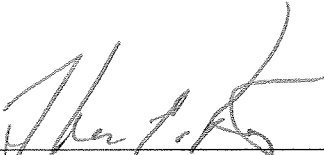
**1.11 Owner's Correspondence.** Owners' correspondence, including request change forms, requests for compliance, complaints, and the resolution of such requests and complaints will be kept in three places:


1. ARC Files
2. The Owner's File
3. The Book of Agreements

**1.12 Update Resolution.** This Architectural Review Committee Guidelines Resolution will be updated yearly by the Committee and/or the Board.

Recorded in the Book of Minutes: 12/12, 2006

ATTEST:

  
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President - Board of Directors  
Mount Vernon Village  
Homeowners Association

  
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Secretary, Board of Directors  
Mount Vernon Village  
Homeowners Association