

Hilltop View Estates at Persimmon (HVEP) Architectural Review Committee (ARC)

Effective date: 10/21/2021

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| Mission | <i>The ARC shall be responsible for overseeing any improvements on homes and properties in Hilltop View Estates at Persimmon to ensure they follow guidelines within the CCRs.</i> |
| Primary Objectives | <ul style="list-style-type: none"> ● <i>Consider and act on proposals and plans submitted under Article 6 of the CCRs and Declarant's Architectural Standards documents (attached).</i> ● <i>Determine if improvements not submitted to the ARC have followed guidelines within the CCRs</i> ● <i>Retain all ARC-related records.</i> |
| Executive Sponsors | <ul style="list-style-type: none"> ● <i>HVEP Board of Directors</i> |
| Stakeholders | <ul style="list-style-type: none"> ● <i>All neighbors within HVEP</i> |
| Success Indicators | <ul style="list-style-type: none"> ● <i>Ensure livability, safety, and maintenance of the neighborhood.</i> ● <i>Maintain a clean and welcoming appearance</i> ● <i>Timely responses to inquiries, requests, and concerns</i> |
| Input Sources | <ul style="list-style-type: none"> ● <i>CCRs</i> ● <i>Declarant's Architectural Standards</i> ● <i>Bylaws</i> ● <i>Neighborhood feedback</i> |
| Meeting Frequency/ Procedures | <p><i>Meetings will be held quarterly, or as needed.</i></p> <ul style="list-style-type: none"> ● <i>The Board of Directors will provide liaison assistance and guidance to the ARC.</i> ● <i>Minutes from previous meetings shall be drafted within one week following the meeting and delivered to the entire workgroup and Board of Directors.</i> ● <i>The Chair will distribute the agenda, advisory reports and previous meeting minutes, which shall occur one week prior to the next meeting.</i> |
| Recommendation Making Process | <i>Quorum is needed only to approve final outcomes of the working group. Approval of working drafts does not require quorum. Quorum is 2. Majority is 2.</i> |
| Recommendation Submission | <i>Recommendations are provided to the Board of Directors.</i> |
| Communication Expectations | <i>The ARC will communicate regularly with and provide recommendations to the Board of Directors. A representative from the ARC will attend Board of Director meetings.</i> |
| Members | <ul style="list-style-type: none"> ● <i>Chair: Tammy Lovely</i> ● <i>Co-Vice Chair: Steve Bragg, Becky Harding</i> ● <i>Member: Bill Bailey</i> ● <i>Board of Directors Liaison: Christie Andersen</i> |
| Committee Member Terms | <i>One year</i> |
| Replacement of working group members | <i>As needed, or at the end of each member's term. Members may choose to serve additional years provided there are vacancies on the committee.</i> |