

**THE HIGHLANDS COMMUNITY ASSOCIATION, INC.**  
**THE ARCHITECTURAL REVIEW COMMITTEE CHARTER**  
**ADMINISTRATIVE RESOLUTION #6**  
**UPDATED 11/18/19**

WHEREAS, The Highlands Community Association (HCA) has been organized to take acts or actions to promote a community which is aesthetically pleasing, as provided in Part I of the Covenants and Restrictions and its duty of The Board of Directors to enforce and uphold the covenants and restriction; and

WHEREAS, the Board of Directors has the power to establish, adopt and enforce rules and regulations with respect to use of the common areas and with respect to such other areas of responsibilities assigned to the association by the Declaration and Covenants and Restrictions, as provided in the Virginia Properly Owners Association Act, Section 55-513; and

NOW, THEREFORE, in consideration of the foregoing, the Board of Directors of The Highlands Community Association, Inc. pursuant to Section 55-513 (A) of the Code of Virginia and Article IV, Section 3 (c) of the Declaration hereby adopts the following Charter:

- i. Purpose:
  - A. This Charter will be used to define how the Architectural Review Committee (ARC) is established, governed and dissolved.
  - B. The Charter will assist the Board of Directors to govern the Association in a consistent and equitable manner.
- ii. Formation:
  - A. The ARC will consist of at least three (3) members, but not more than seven (7) members. All members must be residents and homeowners of The Highlands Subdivision.
  - B. At the first Board of Directors meeting following the annual meeting, the Board of Directors will appoint up to seven (7) members to ARC. Three members will be appointed to one two year term. These members can be reappointed by the HCA board for one additional two year term. These members must leave ARC following the completion of the second two year term for at least two years before being eligible to be reappointed by the Board of Directors. The remaining members will be appointed to one three year term. These members can be reappointed by the HCA board for one additional three year term. These members must leave ARC following the completion of the second three year (3) term for at least three years before being eligible to be reappointed by the Board of Directors. *Should*

*a member/position become vacant with no applicants, the clause requiring a two consecutive term member ineligible for reappointment does not apply. Instead, the departing member may continue to serve until a replacement is appointed up to a maximum of 12 months.*

- C. The Board of Directors can remove members of ARC with cause, by majority vote.
- D. The ARC will maintain a Chairperson, Vice-Chairman and a Recorder position. The Chairperson will be elected annually by members of ARC *at the first meeting in January*. The Vice-Chairperson will be appointed by the Chairperson. The Vice-Chairperson will take over the duties of the Chairperson during his/her absence. The Recorder must maintain and submit minutes to members prior to the next scheduled meeting. The Chairperson must have at least one year of experience on ARC.
- E. Members resigning or being removed will be replaced by the Board of Directors. Names of potential new members can be created by ARC, HCA and any resident who volunteers for a position. The ARC will rank any candidates and list their preferences to the Board. A potential candidate should present statements of their interest and qualifications for the position. The HCA would select the new members from the rankings and advise the ARC of the selection.

III. Governance:

- A. The ARC will meet the first Wednesday and third Thursday of each month. The ARC reserves the right to cancel with proper and ample notification of at least seven (7) days *barring an emergency*, any meeting or change the schedule of meetings. The ARC will use the website and/or marquees to advertise the meeting date, time and location.
- B. The meetings will be conducted according to Robert's Rules of Order.
- C. The ARC will use The Highlands Community Association Architectural Guidelines, ARC policies as a guide to their operational procedures. All correspondence to and from the ARC will be in writing. The use of e-mails and computer reports are an acceptable form of writing.
- D. *If committee membership consists of 3 or 4 members a quorum will consist of 2 members. If the committee membership consists of 5-7 members a quorum will consist of 3 members.*

IV. Dissolution:

- A. This Charter shall remain in effect until amended or rescinded by the Board of Directors.