

**THE HIGHLANDS COMMUNITY ASSOCIATION, INC.**  
**THE ARCHITECTURAL REVIEW COMMITTEE CHARTER**  
**ADMINISTRATIVE RESOLUTION #6**  
**UPDATED 05/06/21**

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. Members will be appointed to a two year term. Members can be reappointed for additional terms at the discretion of the Board of Directors and based on the need for members on the committee.
  - 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. Recommendations for new members can be proposed 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 Board of Directors 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 of each month and additionally in the month as needed. The purpose of the ARC meetings is for changes to the Guidelines and committee discussion. Homeowner project approval does not require a public meeting. All project approval documentation will be contained in the project file. 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 members a quorum will consist of 3 members. And if the membership consists of 6 or 7 members, a quorum will consist of 4 members.*

IV. Dissolution:

- A. This Charter shall remain in effect until amended or rescinded by the Board of Directors.