



Highlands Architectural Review Committee

Charter and Areas of Responsibility

9/7/23

Background: The purpose of the ARC is to review homeowner project applications to ensure that they meet all guidelines and documentation requirements. The committee will make the final decision concerning the authorization or denial of all projects.

Committee Terms – the Architectural Review Committee shall have an odd number of members, for voting purposes, with no fewer than 3 members. The committee will recommend one Committee Chair to be approved by the Board. Committee Chair shall have a term of no more than 3 years, with a vote required for a new chair at the end of the term. There are no term limits regarding any of these positions.

The Architectural Review Committee will meet quarterly or often as necessary at the call of the Chair to fulfill its responsibilities. Reports on the status of the committee's work will be provided to the Board of Directors during regular quarterly meetings.