

BCLOA Architectural Review Committee Charter

Bear Creek Land Owners Association **Board of Directors**

The following Architectural Review Committee Charter was established pursuant to BCLOA Policy/Procedure *2013-#13-1*, BCLOA Committees and adopted by the Board at a meeting of the Board on January 16, 2021.

Architectural Review Committee Charter

PURPOSE

The purpose of the Architectural Review Committee is to set standards for new construction, new separate outbuildings, additions, garages, and exterior alterations and improvements to existing structures, and natural landscaping, manage the application and approval process, monitoring individual projects to ensure compliance with the standards and monitoring the community for violations of the standards. These standards were developed to help architects, builders and owners formulate concepts in keeping with the physical and aesthetic requirements of the community.

The Architectural Review Committee will follow the steps as described in the 'BEAR CREEK LANDOWNERS ASSOCIATION SUBMITTAL FOR ARCHITECTURAL REVIEW, APPROVAL & AUTHORIZATION TO BEGIN CONSTRUCTION'. The Committee, at its discretion, will choose and designate, which form, long or short, will be used for each project.

Authority

The Committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to make its decisions and recommendations without the approval of the Board of Directors. The decisions and recommendations are not bound by previous Committee decisions and recommendations. The Committee is not authorized to financially or legally obligate the Association in any manner (i.e., contract for services, hire contractors, borrow money, purchase equipment or supplies, or approve such a request on behalf of the Board).

Composition

The Architectural Review Committee consists of three members. Members, through 7/31/2021, are elected by the Landowners Association. As of 8/1/2021, the Board of Directors will appoint the Committee members to staggered terms of 3 years. At the first meeting following committee member appointment, the members will determine who will serve as chair, notifying the board president as soon as feasible.

Compensation

The committee members will be provided no compensation, or proposed compensation, for services to the organization.

Meetings

The Committee Chairperson, or another committee member designated by the Chairperson, shall attend all regular Board meetings, shall provide a written report on committee activity at such meeting and shall request any Board guidance to allow the Committee to perform its assigned tasks. Minutes will be recorded of all meetings that result in a decision regarding the committee's responsibilities.

Responsibilities

The committee receives, reviews, approves or disapproves of plans submitted by members. Any project that modifies the exterior presentation of the home will be subject to committee approval. In the event of a disagreement between a member and the committee regarding the committee's jurisdiction, the board of directors will resolve all such matters. The committee is responsible to monitor the community for violations of the standards, fairly enforcing those standards, making subjective and objective decisions about compliance, reviewing the standards for adequacy, making recommendations for changes to the board of directors and educating the community about the standards.

SECRETARY'S CERTIFICATION: The undersigned, Secretary of Bear Creek Land Owners Association, a Colorado non-profit organization, certifies that the foregoing Architectural Review Committee Charter was adopted by the Board of

Directors of the Association, at a duly called and held meeting of the Board on January 16, 2021. In witness thereof, the undersigned has subscribed his/her name.

Bear Creek Landowners Association

A handwritten signature in cursive script that reads "Don Maxwell". The signature is written in black ink and is positioned above a horizontal line.

Don Maxwell, Secretary