

# **Policy Recommendation for Composition and Operational Procedures of the Architectural Review Committee**

## **Introduction**

The establishment and interpretation of the design guidelines set forth in Section VII of the Protective Covenants, Conditions and Restrictions (CC&Rs) are critical to maintaining, protecting and enhancing the appearance, property values, and quality of life in Forest Heights. Under the FHHOA CC&Rs the Board of Directors delegates this important function to the Architectural Review Committee (ARC).

At the request of the Board, the Policy Oversight Committee (POC) has undertaken a review of the composition, compensation, oversight, and fee structure of the ARC. The POC engaged the services of Lamoine Eihler to assist in the review. He is familiar with the history of Forest Heights and has extensive experience with similar residential developments. The POC recommendations and comments are as follows:

## **Recommendation as to ARC Composition:**

- The ARC to consist of a maximum of four voting members: no more than three design professionals and at least one Forest Heights (FH) homeowner, who may serve as the Committee Liaison to the Board. The addition of a FH homeowner is a departure from the current structure of the ARC, but individual homeowners have the greatest vested interest in the community, and, therefore, a resident's perspective and participation would add significant value to the ARC.

- The professional members of the ARC to include at least one licensed Architect and one Landscape Architect. When a third professional is designated, that individual would be a design professional. The homeowner representative to be selected by the Board based on interest and experience but not necessarily on professional design qualifications.
- To encourage commitment by future ARC members and to ensure a stable ARC for years to come, the POC recommends ARC members to be appointed by the Board for a period of no more than three years with an option to renew if mutually acceptable by the Board and the individual member. The current ARC members have been in place for a number of years. To implement a term system, the POC recommends the longest-serving existing member be reappointed for a period of one year, the next longest for two years, and the most recently appointed for three years. Any new member joining the ARC would be appointed for a three-year term.
- The FHHOA manager to be responsible for assigning a staff member as the ARC Administrator to attend the meetings on a nonvoting basis. The administrator's responsibilities to include planning and coordinating the agenda to ensure meetings are productive and efficient.

### **Recommendation Regarding Professional Compensation:**

- In light of the importance of the ARC professional members to the community and the significant service they provide, the POC recommends the professional members' compensation be increased to \$175.00 per- meeting (ARC meetings are generally held on a weekly basis.) The current per-meeting rate is \$150 for the Chairperson and \$100 for the other voting members. This rate has not been changed for a number of years and seems quite low given the professional credential recommended.

### **Recommendation Regarding Board Oversight of the ARC:**

- ARC members serve at the pleasure of the FH HOA Board and are charged with establishing and implementing FH design standards. When the ARC has recommendations for changes in the design standards, those recommendations should be made in writing to the Board for consultation and concurrence before those changes are implemented. The ARC will provide a summary report at the annual membership meeting in order to keep the Board and the community informed as to its activities.

### **Recommendation as to Proposed Fee Schedule:**

- The ARC will apply a "Rule of Reasonableness" when assessing application fees and resubmission fees.
- **\$No Fee Required** Application must be submitted and approved
  - Tree removal (dead, dying and/or dangerous trees) and replacement
  - Minor Plant material changes
  - Paint color changes (ARC deems on site inspection unnecessary)

- **\$100 ea:**
  - Paint color changes (ARC deems on site inspection required)
  - Irrigation system installation (ARC deems on site inspection required)
  - Deck or patio changes
  - Fences
  - New or altered water features
  - New or altered concrete sidewalks
  - Sheds, trellises, gazebos
  - Retaining walls including drainage plan
  - Roof material changes
  - Driveway changes
  - New decks or patios
  - Walkway installation or changes

*(If you have more than one submission in this category, add \$50 for each additional submission, with a maximum of \$200.00)*
  
- **\$200.00 ea:**
  - Home additions
  - Landscape Plans
  - Siding material changes
  
- **\$1000: New home plans**
  - **Resubmission Fee Policy:**

In the event ARC returns plans to the homeowner for revision, a maximum of two revisions will be allowed under the original review fee. An additional charge equal to one-half of the original review fee will be required for each subsequent submission by ARC

- If changes are requested by the homeowner after a plan is approved or if repeated revisiting of a plan is required during construction requiring more than two revisions, resubmission fees may be charged.
  
- Construction and final appearance must be as shown on drawings that were approved by ARC. Drawings for all changes to the design during construction must be submitted to ARC for approval.