

HACIENDA CARMEL COMMUNITY ASSOCIATION

**Architectural Review Committee (ARC)
Committee Charter****Purpose**

The Architectural Review Committee ("ARC" or "Committee") serves in an advisory and review capacity to the Board of Directors ("Board") of the Association. The Committee shall conduct its activities in the best interest of the Association and in accordance with the Association's governing documents, including the Articles of Incorporation, CC&Rs, Bylaws, Architectural Standards, and applicable Board policies.

Authority

This Committee is a mandatory committee established pursuant to the Association's governing documents. The ARC shall review and act upon architectural applications and proposed improvements submitted pursuant to the Association's governing documents and Architectural Standards. Recommendations relating to Common Area maintenance, repairs, or improvements, if any, shall remain advisory only. Final authority over Common Area decisions remains solely with the Board.

Responsibilities

The ARC shall:

- Review proposed improvements for architectural consistency, design harmony, materials, aesthetics, and compatibility with the character of the community
- Consider location, topography, finished grade elevations, visibility, and surrounding structures when reviewing applications
- Maintain consistent architectural review procedures and timelines
- Review submitted plans, specifications, permits, drawings, material samples, and related documentation as necessary

If the Committee determines specialized expertise is necessary to evaluate an application, the Committee may recommend that the Board authorize review by a qualified consultant. Any approved consultant review costs may be charged to the applicant where permitted by governing documents or adopted policy.

The ARC is not responsible for enforcement of state or local building codes. Compliance with applicable governmental requirements remains the responsibility of the applicant and relevant governmental agencies.

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Approval by the Association does not waive the requirement to obtain any required governmental permits or approvals. Likewise, governmental approval does not constitute approval by the Association.

Restrictions

The Committee shall not independently incur expenses, retain consultants, or commit Association resources unless expressly authorized by the Board.

The Committee and its Members shall not:

- Represent themselves as speaking on behalf of the Board unless authorized
- Provide legal, engineering, or construction advice
- Direct staff or vendors
- Engage in selective or inconsistent enforcement
- Grant variances from the governing documents, Rules and Regulations, or Architectural Guidelines unless expressly authorized by the Board
- Bind the Association to contracts or financial obligations
- Approve expenditures unless specifically authorized by the Board
- Exercise control over the Common Area

Membership

The Committee shall consist of up to five (5) voting members and may include one (1) alternate member, as appointed by the Board.

Eligible members may include:

- * Owners in good standing
- * Residents designated by an Owner, subject to Board approval

Committee members, alternates, advisors, and the Chair serve at the pleasure of the Board and may be removed by the Board at any time, with or without cause.

The Board may appoint a Board Liaison and/or staff liaison to support Committee operations.

Committee member terms and tenure shall be governed by the Association's Committees Policy and applicable Board appointments. Further, committee member eligibility shall also be subject to the requirements contained in the Association's Committees Policy.

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Organizational Structure and Meetings

The Committee reports directly to the Board and operates pursuant to:

- * This Charter
- * The Association's governing documents
- * Applicable Board resolutions and policies
- * Applicable California Civil Code

The Committee shall meet as necessary to process applications and conduct Committee business. Meetings may be conducted in person or virtually.

The Committee shall maintain minutes, records of applications, decisions, and recommendations, and shall provide reports to the Board as requested.

All official Committee correspondence and records shall be maintained through the Association office.

The Committee has no authority to supervise or direct Association staff. All operational requests and communications shall be routed through the General Manager.

Quorum requirements and officer selection procedures shall be governed by the Association's Committees Policy.

Unless otherwise determined by the Board or permitted by California Civil Code, Committee meetings shall generally be open to the Membership. The Committee may limit participation, attendance, or discussion as reasonably necessary to protect confidential owner information, applicant privacy, and orderly Committee operations.

Confidentiality and Conduct

Committee members shall:

- Conduct themselves professionally and impartially
- Apply standards consistently to all applicants
- Maintain confidentiality regarding owner information and confidential matters
- Avoid conflicts of interest
- Refrain from discussing violation matters or confidential owner information outside official Committee business

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Chair Responsibilities

The Chair shall:

- Facilitate Committee meetings
- Coordinate agendas and application review processes
- Ensure timely review of applications in accordance with governing document requirements
- Maintain orderly and consistent Committee operations
- Serve as liaison between the Committee, management, and the Board

The Chair does not possess unilateral authority beyond that granted to other Committee members unless specifically authorized by the Board.

Reporting and Record Retention

Copies of Committee minutes, correspondence, applications, approvals, denials, and related records shall be maintained by the Association as part of the Association’s official records.

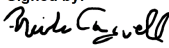
Annual Review

This Charter shall be reviewed periodically by the Board and may be amended, suspended, or repealed at any duly noticed Board meeting.

Approval

This Charter was approved by the Board of Directors of Hacienda Carmel Community Association on **July 21, 2026** and supersedes all prior Committee charters.

Approved:

Signed by:  BE02F79682C748C...	secretary _____	8/11/2026 _____
Signature	Title	Date