

# BCA ORGANIZATION & COMMITTEE CHARTER

**TITLE: ARCHITECTURAL REVIEW BOARD (ARB)**

**COMMITTEE TYPE: COVENANT MANDATED STANDING COMMITTEE**

**MISSION:**

To maintain and/or improve the quality and value of residential and commercial property in Brandermill by evaluating compliance with both the Residential and Commercial Design Standards and related Covenants of the Brandermill Community Association (BCA) and to present those evaluations to the BCA Board of Directors.

**GOALS:**

1. Regularly review, update and enforce design standards including specific design and character guidelines for residential and commercial development.
2. Review all proposals for new construction within Brandermill, including BCA projects, according to the following Scope of Reviews:

**SCOPE OF REVIEWS:**

1. New construction.
2. Exterior modifications, alterations, and additions to a house or building.
3. Any other free standing structures or accessory buildings.
4. Exterior signs.
5. Exterior lighting.
6. Exterior mechanical, electrical and communications equipment.
7. Landscaping.
8. Fences, walls or screening enclosures.
9. Pavements.
10. Play and sports equipment, and other miscellaneous yard or building additions.

It is understood that the Residential/Commercial Architectural Review Board (ARB) shall limit the scope of its reviews to those clearly specified in the BCA Covenants, the Residential and Commercial Design Standards of the Association, and its charter, and that the interpretation of these standards by the ARB shall be reasonable and applied consistently.

**ORGANIZATIONAL STRUCTURE AND PROCESSES:**

This committee shall have seven members at full strength. The ARB reports to the BCA Board of Directors and operates according to the provisions of this Charter, the bylaws of the Association, the BCA General Policies for Committee Operations, and any other regulations that may be promulgated by the Board from time to time.

## **APPEALS**

Decisions of the Architectural Review Board may be appealed in accordance with procedures set for the in the Residential Design Standards. In the case of appeals that reach the BCA Board the ARB's position will be represented to the Board by the ARB Chair or the Chair's designee.

## **ARB POLICIES:**

Minutes will be submitted to the BCA Board following each meeting of the committee. Whenever an action of this committee requires action by the BCA Board of Directors the committee should prepare a document separate from the minutes and provide this document to the BCA President and the Committee Chair or the Chair's designee should attend the BCA Board meeting and report in person to the Board whenever the committee seeks action by the Board and/or whenever other activities of the ARB merit such reporting or require Board action.

Members of the ARB shall have professional or personal experience in one or more of the following or related fields: real estate sales, building design, architecture, landscape architecture, engineering, drafting, interior and/or graphics design, commercial or residential contracting or construction, property management, planning or urban design, or property management. The membership list of the Architectural Review Board will be updated as required and kept on file in the BCA Office.

## **STAFF LIAISON**

The Director of Property Management will serve as Staff Liaison to this committee.

## **REVIEW**

This Charter will be reviewed annually by the Board

## **APPROVAL**

This Charter was approved by the BCA Board of Directors at the Board Meeting held September 8, 2014 and supersedes all previous charters approved prior to this date.