

ARCHITECTURAL REVIEW BOARD

Purpose: To ensure the preservation of the existing harmonious design of Verona Reserve as directed by the Associations Governing Documents.

Responsibilities & Duties:

- Work closely with the board through the committees' board liaison and the property manager to carry out the architectural review process regarding any modification of existing homes, exterior alterations or additions, planting or removal of landscaping, and changes to irrigation lines, grade or drainage as more fully described in Article IV of the Governing Documents.
- Review applications and make recommendations within 45 days of receipt of a complete application package.
- Transmit the committee's recommendations along with complete application packages to the property manager and the board liaison, the Friday prior to a scheduled board meeting.
 - Such proposal or report would include the committee meeting date, members attending and results of the meeting or recommendation.
 - Any recommendation to the board shall be supported by vote of a majority of all committee members.
- Record minutes of each meeting and transmit minutes to the board liaison and other committee members. Following formal approval of the minutes, send approved minutes to the property manager to maintain as official records of the Association and post approved minutes to the Verona Reserve website.
- Respond to owner questions or concerns and bring any issues to the board's attention.
- Follow up with owners after the stated project completion date and inspect work to ensure that 1) it was completed in accordance to the approval conditions and 2) any damage to a neighbor's property or common areas has been addressed.
- Notify property manager when it is acceptable to release any escrowed deposit funds.
- Review and recommend policies and procedures.
- Conduct or organize community-wide educational sessions as needed.

Duration: The committee is a standing committee and will continue year to year.

Members: The committee is made up of at least three members, but not more than five members, including the chair.

- The board of directors appoints all committee members. Members may be removed and replaced at the board's discretion.
- Members are expected to attend committee meetings and actively participate in the duties of the committee.
- Committee members must be in good standing with the Association.

- Committee members must abide by the Association documents and support the efforts of the board.
- Committee members serve for a period of one-year February through February.

Meeting Notice: As the committee does not have final approval authority, the committee may meet in a private residence without public notice, although open meetings are encouraged.