

**Whitney Oaks Community Association  
Resolution of the Board of Directors  
Architectural Review Committee Charter**

**Whereas** the Board of Directors ('Board') for Whitney Oaks Community Association ('WOCA') may designate a committee and may establish the purposes and powers of such committee.

**Whereas** the Board has determined the establishment of this committee would serve the best interest of the Association and its membership.

**Therefore**, it is resolved that the Architectural Review Committee as established by the CC&Rs and this resolution, and it shall operate in accordance with the procedures set forth below and as required by Article 10 ('Architectural Control') of the CC&Rs:

## **1. Purpose**

The Architectural Review Committee ('ARC') is established by Section 10.2 of the CC&Rs to ensure exterior modifications, additions, and improvements to properties within the Whitney Oaks community are consistent with the aesthetic standards and comply with the architectural rules established by the WOCA. The ARC's primary goal is to maintain and enhance the overall appearance, property values, and quality of life within the community, ensuring that all exterior changes made to any Residential Lot are harmonious with the overall community.

## **2. Authority**

The ARC operates under the authority of the Board and Article 10 of the CC&Rs. The ARC is authorized to review, approve, or deny applications for exterior modifications based on the governing documents of WOCA, including the Architectural Rules. The ARC's decisions are final unless an owner requests that the Board reconsider the ARC's decision to deny an owner's architectural application.

The ARC shall be composed of at least three and no more than five members, who are appointed by the Board. The ARC members and/or the Board shall nominate ARC members to serve as the ARC's Chairperson and Vice Chairperson, who are both appointed by the Board. The Vice Chairperson will perform the duties of the Chairperson in their absence.

Management on behalf of the ARC shall keep an ARC member roster, prepare and maintain written records of the ARC's activities, and minutes regarding ARC decisions.

The Board may appoint one Director to act as an ARC liaison. The liaison shall not have the authority to propose a motion or vote on motions made by the ARC.

ARC meetings will be announced to the members of WOCA. The primary purpose of these meetings is to conduct private reviews of applications submitted by owners, as may be requested. Additionally, time will be allocated for discussion and the review of assignments given to ARC members. These assignments may include tasks developed by the ARC or those assigned by the Board.

Confidential information shall not be discussed in the presence of third parties. Any files or documents containing confidential information should never be shared or released to third parties. Confidential

information includes associating an owner or resident with any information pertaining to violations of the Association's CC&Rs or Rules and Regulations, the incurrence of a fine or other assessment, or a form of disciplinary action.

### 3. Responsibilities

As provided for in Section 10.3 of the CC&Rs, it shall be the duty of the ARC to consider and act upon proposals or plans submitted to it, to perform other duties delegated to it by the Board, and to carry out all other duties imposed upon it by the CC&Rs. In addition, the responsibilities of the ARC shall include, but are not limited to:

- Understand WOCA's governing documents, including the CC&Rs, supplemental CC&Rs for Units 39 and 44, the Rules and Regulations, and Architectural Design Rules.
- Reviewing applications submitted by owners for any exterior changes, including but not limited to landscaping, fencing, painting, backyard pools, patio covers, fire pits, and BBQ installations.
- Ensuring proposed changes submitted by owners comply with the WOCA's architectural standards and do not adversely affect the aesthetics or property values within the community.
- Providing clear and consistent communication to owners during meetings and through WOCA's management regarding owners' applications.
- Recommending updates to the Architectural Rules to address new trends, technologies, or community concerns.
- The Chairperson is encouraged to attend Board meetings to report on ARC matters and business to the Board and receive direction from the Board regarding the ARC's activities.
- Providing input to the Board through the General Manager concerning ARC violations.
- Reviewing ARC completion letters and images submitted by owners for compliance with their applications. This may include visiting project sites and reporting on the completion and quality of the work to the ARC during meetings.

The ARC may contact sources of information, such as contractors, city planning commissions, or other entities, to determine the proper application of city, county, state, federal, and/or WOCA's governing documents, including the CC&Rs, Rules and Regulations, and/or Architectural Design Rules. The ARC will at no time authorize work to be done or money to be spent with any contractor or agency serving WOCA.

#### CERTIFICATE OF SECRETARY

The undersigned declares they are the duly elected Secretary of the Association, and the foregoing Resolution of the Board of Directors was approved by at least a majority of the Directors at the Board meeting held on 4/2, 2025.

By:

  
Philip Johnson, Secretary