

## **ARCHITECTURAL AND LANDSCAPE REVIEW COMMITTEE CHARTER**

### **PURPOSE:**

The Vistoso Community Association (VCA) Board of Directors (BOD) has authorized establishment of the "Architectural and Landscape Review Committee" (ALRC). The purpose of this Committee is to serve at the will of the BOD on all matters pertaining to the aesthetics of our common area landscaping. This Committee is responsible for recommending and monitoring common area maintenance and improvement issues that support the mission, values, and strategic goals of VCA and reporting those issues to the Management for review and consideration by the BOD.

### **COMMITTEE STRUCTURE AND TERMS:**

The ALRC will be chaired by a BOD member as required by Arizona State law. This appointment will continue if he/she is a member of and will end upon his/her resignation or removal from the Board of Directors. The Committee will be comprised of 3-5 community resident volunteers plus 1 alternate and is open to anyone willing to assist or has working knowledge, background, or education in Architecture and/or landscape review and improvements. Each member of the committee must be unencumbered by any conflict of interest. Members will be appointed by the BOD through a Resolution.

Appointment consideration criteria will include, but will not be limited to, relevant experience, willingness, and availability to serve, ability to get along with others, fairness, firmness, and ability to function within a team.

The Committee Chair will have purview over homeowner and project requests while a second committee member will have purview over landscaping and park requests. The committee will function wholly together, discuss, manage, and vote on all requests.

### **AUTHORITIES:**

All committee members shall serve at the will of the BOD. The BOD has the right and authority to disband and discontinue any committee or subcommittee, as well as appoint or dismiss any committee member or subcommittee member, with or without cause. The BOD may delegate any or all the authorities vested in the Board by the Governing Documents of VCA, to the ALRC, and these authorities may change at any time in accordance with the desires of the Board.

### **SPECIFIC RESPONSIBILITIES:**

The ALRC's specific responsibilities include:

- The committee shall report regularly to the BOD.
- The Committee Chair, or their designate, shall make a report of the committee's action to the Board at its monthly meeting.

- The Committee Chair shall have the authority to request proposals and information from the property manager.
- The committee and Committee Chair shall not request proposals or quotes directly from any vendors without the Board's approval.
- Adhere to the rules and regulations set forth in the governing documents
- Obtain multiple quotes on large projects when applicable.
- Assist the board in developing and prioritizing goals, projects, and tasks at the start of each fiscal year and as needed.
- Research and provide recommendations to the BOD on projects approved by the Board.
- Treat all requests without bias or prejudice.

### **COMPLIANCE:**

The ALRC is not authorized to financially or legally obligate VCA in any manner (i.e. contract for services, hire contractors, borrow money, purchase equipment or supplies, or approve such a request on behalf of the BOD) unless it has been specifically approved in the Annual Plan and Budget for the Committee or separately approved by the BOD. The committee shall meet at least once a month for review and discussion of assigned tasks.

The BOD also has the right and authority to take actions and/or make decisions with or without involving any committees and to take action and/or make decisions which are consistent with and/or contrary, in whole or in part, to any committee or subcommittee recommendations, should they see the need. The BOD also has the right to amend this Charter, should it be required.

**APPROVED AND ACCEPTED BY:** The Vistoso Community Association Board of Directors on May 28, 2020.