

# **Montrachét Homeowners Association**

## **Architectural Review Committee (ARC) Policy**

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Under the Montrachet Declaration, By-Laws, amendments, and the Kansas Revised Nonprofit Corporation Act (K.S.A. Chapter 17), architectural authority rests with the Board of Directors or its designee. This provision authorizes the Board to conduct architectural review directly or delegate that responsibility to a committee. Accordingly, to promote efficient community governance, the Montrachet Board hereby establishes the Architectural Review Committee as its designee.

### **I. ARCHITECTURAL REVIEW COMMITTEE PURPOSE**

The Architectural Review Committee ("ARC") is established by the Montrachet Board of Directors as its designee for architectural control. The ARC will review proposals from homeowners regarding exterior improvements, alterations, structures, and related changes for compliance with the Declaration, Rules and Regulations, and adopted Architectural Guidelines. It may make recommendations to the Board or exercise authority delegated by the Board. The ARC's purpose is to preserve the architectural harmony, aesthetic character, property values, and consistent appearance of the Montrachet community through the fair and uniform application of community standards.

### **II. ARCHITECTURAL REVIEW COMMITTEE STRUCTURE**

The Architectural Review Committee shall consist of three (3) community residents appointed by the Board of Directors and one Board member serving as liaison. Resident appointees must be members in good standing and shall serve one-year terms. All members serve at the pleasure of the Board and may be removed by a majority vote. The committee shall appoint a chairperson and communicate its recommendations and questions through the Board liaison. The property manager shall submit all architectural requests to the ARC through the chairperson, and residents shall continue to submit requests to the property manager through the website.

#### **➤ CHAIRPERSON RESPONSIBILITIES:**

- Receive architectural requests from property manager
- Review request with other members of the committee
- Schedule site visit if necessary
- Communicate committee consensus recommendation to the board through liaison

### **III. ARCHITECTURAL REVIEW COMMITTEE DUTIES**

The Architectural Review Committee shall fulfill four categories of duties, which are listed below:

#### **i. Review Architectural Applications**

Review homeowner requests involving:

- Exterior modifications
- Fences
- Gates
- Exterior lighting
- Landscape improvements
- Hardscape improvements
- Mechanical equipment visible from outside
- Exterior decorative items
- Tree removals or additions

The committee should determine whether proposed changes comply with the Declaration, Board policies, and adopted architectural standards.

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## **ii. Preserve Community Standards**

Evaluate proposals based upon the following criteria and make recommendations to board:

- Harmony with surrounding homes.
- Consistency with existing community design.
- Quality of materials.
- Visual impact on neighboring properties.
- Impact on common areas and drainage.

## **iii. Conduct Site Inspections**

The committee may fulfill the following objectives in their role on the ARC and subsequently make recommendations to the board:

- Inspect proposed project locations.
- Verify completed work conforms to approved plans.
- Identify violations requiring Board action.

## **iv. Assist with Enforcement**

The committee may fulfill the following objectives in their role on the ARC and subsequently make recommendations to the board:

- Identify apparent violations.
- Document non-compliant improvements.
- Identify corrective actions necessary.

*\*The Board retains enforcement authority.*