

# CHARLESTOWN OWNERS ASSOCIATION

## Section II – Standing Committees

### ADMINISTRATIVE RESOLUTION 2002-01

#### Architectural Control Committee (Protective Covenants and Restrictions)

WHEREAS, Article IX, Section 1 of the By-Laws assigns the Board of Directors “all of the powers and duties necessary for the administration of the affairs of the Condominium” and further states that the Board of Directors “may do all such acts and things as are not by the Condominium Act, by the Declaration, or by these By-Laws directed to be exercised and done by the Unit Owners Association”; and

WHEREAS, Article , Section of the Bylaws specifies that "...it shall be prohibited to install...or otherwise alter...the exterior of any condominium unit or upon any of the common elements...until the complete plans and specifications... shall have been submitted to and approved in writing...by the Board of Directors of the Association, or by an architectural control committee designated by it."

**NOW, THEREFORE, BE IT RESOLVED THAT:** The Board formally establishes an Architectural Control Committee in accordance with Article , Section of the By-Laws:

1. Said committee shall be called the Architecture Control Committee.
2. The Committee shall be composed of three or more natural persons appointed from time to time by the Board, and by volunteer Association Unit Owners in good standing.
3. The Board shall appoint a Chairperson from among the Committee members.
4. The functions of the Committee shall be:
  - A. To investigate resident requests for changes to the exterior of condominium units and to the common elements and limited common elements of the condominium including the grounds and including those items described in all applicable Architectural Resolutions, and to recommend a course of action to the Board.
  - B. To develop plans for architectural and exterior improvements delegated by the Board from time to time to the Committee.
  - C. To inform members about environmental issues which affect them and the ways the community affects the environment, encourage a greater concern for the environment within the Association and suggest ways community members can act on their concerns.
5. The Committee shall develop a standard operating procedure to be used in the investigation of requested buildings and grounds variances. This shall include the logging and scheduling of requests when received, the investigation of requests, standard response letters (where applicable), and reports to the Board.

6. The Committee will maintain permanent records of requests, investigations, responses and recommendations. Copies of these records will be maintained at the Association office.
7. The Committee shall develop and maintain a standard list of specifications for architectural variations that have been approved by the Board. These variations may arise from frequent requests, Committee recommendations that have been approved by the Board, or actions delegated by the Board to the Committee.
8. Actions requiring either the participation of the maintenance staff or contracting for supplies or services shall be coordinated with and approved by the Property Manager or Managing Agent. Such contracting of supplies or services shall be within the budgeted monies and shall be limited to \$500.00 per occurrence (\$1,500 annually) without the necessity of obtaining approval of the Board.
9. Items of repair, maintenance and replacement, and other express duties of the Property Manager or Managing Agent, unless otherwise requested by the Board, are excluded from the scope of this Committee. Examples include, but are not limited to, normal repairs in the routine course of business, capital improvement projects or major repairs, except as requested by the Board.
10. The Committee shall develop and maintain a medium-term plan (3 to 5 years) for intended improvements to the condition of the buildings and grounds. Such plan shall include topics such as painting schemes, shrubbery and tree plantings, and playground equipment. This plan shall be updated every 2 years and submitted to the Board for approval.

The effective date of this Resolution shall be May 16, 2002.

This Resolution was approved and adopted by the Board on April 16, 2002