



ISSAQUAH HIGHLANDS  
**COMMUNITY  
ASSOCIATION**

## ARCHITECTURAL REVIEW COMMITTEE CHARTER

Pursuant to Article 4.2(b) of the IHCA CCR's, the Architectural Review Committee (ARC) shall consist of the following:

4.2(b) Architectural Review Committee. Upon delegation by Declarant or upon expiration or termination of Declarant's rights under this Article, the Residential Association, acting through the ARC, shall assume jurisdiction over architectural matters hereunder. The ARC, when appointed, shall consist of at least three, but not more than seven, Persons who shall serve and may be removed and replaced in the Board's discretion. The members of the ARC need not be Members of the Residential Association or representatives of Members, and may, but need not, include architects, engineers or similar professionals, whose compensation, if any, shall be established from time to time by the Board.

**Purpose:** The ARC shall serve at the pleasure of the IHCA Board of Directors. The ARC shall have the responsibility to review and amend the ARC Guidelines annually to meet the needs of the evolving Issaquah Highlands Community. Amendments are subject of the approval of the IHCA Board of Directors. The ARC will review and approve/reject ARC homeowner applications on a monthly basis. Monthly reports will be submitted to the IHCA Board of Directors.

**Members:** Each resident committee member shall be a member in good standing of the Association. A member in good standing is defined as a member current on assessments and otherwise in compliance with the governing documents of the IHCA.

Committee membership for an individual may be revoked by the IHCA BOD when either:

1. The member resigns in writing. A member may resign at any time by giving written notice to the Chairperson. The resignation shall take effect on the date of the receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
2. The member's committee term expires.
3. The member misses two consecutive meetings during their first six months of membership.
4. The member has three unexcused absences from meetings in a twelve-month period.
5. At the discretion of the IHCA BOD.

**Meetings:** Meetings shall be held once a month. The schedule of the recurring meeting will be set annually by the committee members. The meetings shall proceed in accordance with Robert's Rules of Order.

**Authority:** The ARC will have the authority to approve or reject homeowner ARC applications and submit Guideline amendments to the IHCA Board for approval.

**Roles:** **Chair:** The ARC chair shall preside over all ARC meetings. The ARC Chair or designated appointee will be responsible for the monthly report to the IHCA BOD.

**Secretary:** The ARC secretary shall be elected annually by the members of the ARC. The secretary shall be responsible for the minutes of the ARC meetings. The minutes shall be delivered to the managing agent to distribute within 1 week after the ARC meeting. Minutes, once approved by the ARC, shall be posted on the IHCA website within 1 week after delivery to the managing agent.