

HIDDEN HILLS COMMUNITY ASSOCIATION

ARCHITECTURAL COMMITTEE

POSITION: Committee Member

TERM OF APPOINTMENT: One (1) Year

ACCOUNTABILITY: Board of Directors

ARCHITECTURAL COMMITTEE CHARTER: The purpose of the Architectural Committee is to assist and advise the Board of Directors on all matters pertaining to the development, maintenance, repair and/or improvement of home sites within Hidden Hills Community Association. Committee members serve at the pleasure of the Board.

DUTIES & RESPONSIBILITIES

1. Ensure all residential property located within Hidden Hills Community Association is developed and maintained in conformity with Board-adopted Architectural Standards and conformance with the Hidden Hills Community Association Covenants, Conditions and Restrictions for the community.
2. Specific areas of responsibility include, but are not limited to the following activities:
 - a. Maintain and enhance the rural character and beauty of Hidden Hills
 - b. Ensure adherence to and enforcement of Hidden Hills Architectural Standards
 - c. Provide input and recommendations to the Board of Directors with the ultimate goal of maintaining and improving the Architectural aesthetics in the community
 - d. Review applications for which plans have been submitted to the Committee
 - e. Review plans for conformity with the Architectural Standards and “aesthetic fit” with and effect on neighboring properties
 - f. Provide recommendations for variances of Architectural guidelines
3. Address other issues within the purview of the Architectural Committee that may arise.
4. Committee members may not sign contracts for Hidden Hills nor commit the Association to any obligations.
5. Committee members shall not give directives to the Hidden Hills Community Association on-site staff. Committee members should make requests to the Chair of the Committee. The Chair will contact the general manager to receive guidance. Should the Chair not be available, the Chair may designate a point person to interact with the general manager.
6. The Committee commits itself and its members to ethical, professional, and lawful Conduct, including proper use of authority and appropriate decorum when acting as Committee members.
7. The Committee will consciously invest in its ability to act competently and wisely.
8. The Committee is responsible for creating meeting schedules, member roster, agendas, taking and transcribing meeting minutes.
9. Meeting Minutes shall be made available to the Board, general manager, and Association members within five (5) business days after approval by the Committee.
10. The Committee Chair, or their designee, shall present Committee Reports to the Board and membership at the Board’s regular monthly meetings. All other Committee members shall attend Board meetings as necessary.

STRUCTURE

1. The Board of Directors shall appoint the Chair to the Committee.
2. The Committee shall consist of 3 members as mandated by the Hidden Hills Community Association's CC&Rs. Committee members are appointed by the Board of Directors for a term of one year.
2. Liaison with various other committees as necessary.
3. Attend Committee Meetings on a regular basis. If a Committee member is absent for more than 4 regular Committee meetings within a 12 month period or 3 consecutive Committee meetings, the member shall be deemed to have resigned from the Committee.
4. Committee members shall not receive compensation but may be reimbursed for actual expenses, at the discretion of the Board, in the performance of his/her duties. Receipts must be provided for reimbursement.

QUALIFICATIONS

1. Must be a homeowner, in good standing, with the Hidden Hills Community Association.
2. Experience and/or training in Architectural design, construction, engineering, landscape design, community planning or a related field is preferred.
3. A level of competency in reading construction and landscape plans is preferred.
4. Time to devote to position.
5. Ability to accomplish tasks with others.
6. Agrees to support the Hidden Hills Community Association governing documents, policies, and initiatives.

AUTHORITY

1. Hidden Hills CC&Rs, Article IV, *Architectural Committee*, Sections 1-5; Bylaws, Article 7, *Committees*, Sections 7.0 – 7.9, and other governing documents for Hidden Hills Community Association.
2. Term of Service. Committee members may be reappointed to the Committee by the Board of Directors in accordance with the Hidden Hills Community Association Bylaws, Article 7, *Committees*, Section 7.4, *Term of Service*.