



**McCullough Neighborhood Association**  
**Committee Charter**

**STANDARDS COMMITTEE**

**Basic Mission:**

The Standards Committee supports the Board of Directors by commenting on and voting on Architectural Review Committee (ARC) requests submitted through the management company by residents of McCullough.

**Responsibilities:**

- Review complete ARC requests in a timely manner according to the Declaration of Protective Covenants and Easements.
- Review ARCs periodically (recommended weekly).
- Review and become familiar with the rules set forth in the governing documents and base comments on the ARC's adherence or deviation therefrom. Members should avoid commentary based on personal preferences.
- The Chairperson is responsible for monitoring the progress on ARC request, comments and voting as well as applicable deadlines.
- Assist the Board by providing background regarding appeals and providing context of the decisions for ARC requests.
- Assist the Board in interpreting the NLS including when needed to resolve a standards violation.
- Submit violations of perceived architectural standards violations using their skills and knowledge. Members should provide an address and description of the perceived violation to the community manager.
- DO NOT engage residents directly regarding these perceived violations. This is a management company responsibility.

**Committee Composition & Terms:**

- Committee members shall serve two-year terms, with the option to renew for an additional term, as long as they remain HOA members in good standing.
- The HOA BOARD reserves the right to remove any committee member or chairperson if they are found to be in violation of the committee's charter, the HOA governing documents, or for conduct detrimental to the community.
- The Committee shall be comprised of three to five members appointed by the Board, including the chairperson having equal voting rights.
- Committee members are to be appointed by the board, based on knowledge of the NLS and experience with standards and or home projects at this or a previous HOA.
- The Standards chairperson's term shall be 2-years, with a required review by the board to consider re-appointment for a continuing term.

- It is preferable but not mandatory for the chair to rotate with an experienced committee member after the first 2-year term with Board approval. A chairperson may be given preference to be appointed as a committee member in the event of a rotation.
- New appointments will be based on qualifications, considered from a list of submitted nominations which should include a short resume indicating qualifications.

**Voting on ARC submittals:**

- The committee works remotely, using the ARC portal to access the requests.
- Each member may make comments and requests for more information prior to voting, which will be relayed by the chairperson to the management company to be communicated to the resident submitting the ARC request.
- If an ARC request nears the approval time limit and the resident has not responded as requested with additional information, the ARC request may be denied by the chairperson.
- Each member is encouraged to comment on 2-3 ARC requests per week to help maintain a short backlog.
  - If a member has not commented on an ARC request within 30 days, the member will be automatically removed from the committee.
- A committee member may take a vacation or leave of absence from the committee of not more than 30 days, and the absence will temporarily reduce the team quorum by one person. The absence must be communicated to the chairperson and liaison before the leave or vacation.
- For an ARC to be Approved or Denied remotely, a vote must be unanimous. In the event of a split vote, a virtual or face-to-face meeting must be called to discuss the submittal. In a virtual or face-to-face meeting, a simple majority of a quorum is all that is needed for a final decision.
- In the event of an even number in the committee and a tie vote, the Liaison may be asked by the chairperson to cast a tie-breaker vote.
- The chairperson may decide to issue a “conditional approval,” based on committee comments, qualifying the approval with stipulations.
- All decisions as articulated in writing in the ARC portal by the chairperson shall be reviewed by the Board Liaison prior to final submittal to the management company for communication to the requestor. The liaison may inform the Board of any substantial or potentially controversial ARC decisions.
- The Board of Directors reserves the right to amend, approve, deny, or add to the decision of the Standards Committee on an ARC request.