

RESOLUTION C-02
ARCHITECTURAL REVIEW COMMITTEE

1. **Purpose.** The purpose of the Architectural Review Committee is to enhance and protect the environment, architectural quality, and economic value of all properties in Ocean Pines.
2. **Authority.**
 - a. **The Charter of the Ocean Pines Association, Inc., and the By-Laws of the Association.** These documents direct the Board of Directors to establish and appoint the members of committees and other advisory bodies as may be necessary to, or convenient in, the Association's discharging the duties entrusted to it.
 - b. **Declarations of Restrictions.** These Declarations are recorded separately for each Section of the Association and establish an Architectural Review Committee (ARC) (also known as the Environmental Control Committee (ECC)).
 - c. **The 1975 Supplemental Turnover Agreement between OPA and Boise Cascade** states that ECC shall act under the rules, regulations, and procedures as may be established by the OPA Board of Directors.
 - e. **Resolution C-01, Committee General Policy,** provides additional authority and instructions regarding committees of the Association.
3. **Membership.**
 - a. The Board of Directors shall appoint all Committee members.
 - b. The Committee shall have three (3) regular members and two (2) alternate members.
 - c. The Board of Directors shall appoint a regular member as Chairperson. If the Chairperson is unable to attend a meeting, the Chairperson shall designate a regular member to Chair the meeting.
 - d. If a regular member is unable to attend a meeting, the Chair shall designate an alternate member to act as a regular member for the meeting.
4. **Duties.** The duties of the Committee shall include:
 - a. developing, reviewing, and publishing Guidelines which delineate the criteria to be applied by the Committee in accordance with the Declarations of Restrictions;
 - b. consistently applying the Declarations of Restrictions and the Guidelines;
 - c. establishing a schedule of meetings and review sessions and making the schedule available to the members of the Association;
 - d. assisting the General Manager and the Department of Compliance, Permitting and Inspection in implementing a program to enforce the Declarations of Restrictions with courtesy, respect, and professionalism;
 - e. reviewing possible violations of the Declarations of Restrictions identified by the Department of Compliance, Permitting and Inspection and referring the violation to the General Manager for action in accordance with Board policy; and
 - f. performing other tasks as requested by the Board of Directors.

5. **Reports.** Regular annual reports required by Resolution C-01 are not required; however reports may be submitted to the Board at any time deemed necessary.

6. **Effective Date:** May 2, 2020

Adopted by the Board of Directors on May 2, 2020

David M. Paul President Attest *Carmelie J. Poyes* Secretary

Review History.

General Manager *John W. [Signature]* Date: *5/19/20*

Legal _____ Date: _____

By-laws and Resolutions Advisory Committee *James E. Tamm*

Date: *5/18/20*