

**York Farms Maintenance Corporation**  
**Architectural Review Committee**  
**Charter And Guidelines**

**Acronyms**

AI	Articles of Incorporation
ARC	Architectural Review Committee
BL	By-Laws
DR	Declaration Of Restrictions
YFMC	York Farms Maintenance Corporation

**1. Scope**

The following document provides the York Farms Maintenance Corporation (YFMC) Architectural Review Committee (ARC) process and procedures. If any conflict exists with the Articles of Incorporation (AI), Deed Restrictions (DR) or By-Laws (BL), the AI, DR or BL supersedes.

**2. Organization**

The ARC shall have a chairperson who functions as the main contact between the ARC and the YFMC Board. Activities of the ARC shall be divided as agreed upon within the ARC. The ARC chairperson is determined by majority vote of the ARC members within thirty (30) days of a successful YFMC Board election. Should the existing ARC chairperson vacate their position, a new chairperson will be determined by majority vote of the ARC members within thirty (30) days of said event.

**3. Meetings**

Meeting notices are communicated to the YFMC Board with at least ten (10) day advance notice. Standing meeting times may be established, however, changes are communicated with at least ten (10) day notice. The ARC reserves the right to vote by phone or e-mail in lieu of meeting in person.

#### **4. Approval Submittals**

Approval submittals, and supporting documentation are only received by the Board, which decides what submittals are to be evaluated by the ARC. Submittals are then evaluated by the ARC. Appendix A contains a sample approval request.

#### **5. Approval Request Criteria**

Only requests submitted and signed by a deeded property owner (YFMC member) will be accepted. The focus of the approval request is to communicate everything required by the DR plus any additional information that will help the ARC reach a decision without additional information. See Appendix A for a sample approval request. Determination of acceptance is based on the following items:

- Origin of the request.

- Adherence to the DR.

- Adherence to the prevalent community standards and norms.

- Other criteria as deemed by the ARC.

To prevent confusion, all requests are reviewed individually and the ARC will not combine information from multiple requests.

#### **6. Notification of ARC Decision**

ARC decisions are to be given to the YFMC Board by the Chairperson within thirty (30) days of the date of submission by the Resident. The YFMC Board will then relay the determination letter to the Resident by mail or e-mail within thirty (30) days of the date of submission by the Resident and a copy of the determination letter will be placed in the Resident's file. A sample notification for approval and denial is provided in Appendix B.

#### **7. Monitoring of Work**

Per the BL, the ARC does not monitor the work being performed for adherence to the approval nor does the ARC determine if any work is non-compliant. The YFMC Board will be responsible for assuring that completed work remains compliant with work approved by the ARC. If the YFMC Board determines that the completed work differs from work approved by the ARC, a new request must be submitted.

## Appendix A

### Sample Form for Approval Request

Directions: Text in red is to be deleted prior to submission. Blue text is to be replaced as described, prior to submission.

**To:** York Farms Maintenance Corporation

**From:** <Submitter Name and Address>

**Topic:** ARC Approval Request

<Describe what is being requested>

<Describe the original state of what is proposed to be improved/alterd/etc. For example, if you want to replace the asphalt shingles on a roof, state what is the original roof material, color, condition, etc. Another example would be if you want to have a shed on your property, then state if you are replacing an existing shed or want a new shed installed. Include pictures, if appropriate, to accurately convey what is the current status. For example; if you wish to replace your siding, a picture of the house showing the original siding color is more helpful than stating “cream”.>

<Describe how the improvement/addition/alteration/etc. will adhere to the DR requirements. More information is better than less. Including any pictures, paint swatches, sample materials, diagrams, material lists, architectural drawings, building plans, specifications, plot plans, side and front elevation diagrams, copies of permits and permit able plans, etc. is always beneficial and may be required per the DR. The more quantifiable information we have, the faster a decision can be made; otherwise the ARC will need to spend additional time gathering information and that may delay the decision substantially.>

<What is the timeframe (approximation is acceptable) for the proposed work>

<Signature of submitter>

## Appendix B

### Sample Form for Decision

Directions: Text in red is to be deleted prior to submission. Blue text is to be replaced as described, prior to submission.

**To:** York Farms Maintenance Corporation

**Topic:** ARC Approval Request Decision

<Describe what was requested>

<State the ARC approval/denial decision>

<Describe why the request was approved or why it was denied. As appropriate, sections of the DR may be cited. Provide other specific information for clarification including any caveats for approval. This may include why the improvement/addition/alteration/etc. does not adhere to the DR requirements.>

York Farms Maintenance Corporation

Architectural Review Committee

<Names of committee members>