**Star Valley Village HOA Architectural Review Committee**

**Purpose and Duties**

The purpose of the Architectural Review Committee (ARC) is to help the Board of Directors enforce the architectural and landscape regulations outlined in the CC&R’s and Design Review Guidelines. The committee will review any architectural and landscape applications and make periodic inspections in accordance with the guidelines below. The committee is also tasked with making recommendations for changes to the CC&R’s and Design Review Guidelines which would improve the neighborhood and increase property values.

The ARC committee chair will be a member of the Board of Directors. Other members may be any owner in good standing who wishes to volunteer. The committee should contain an odd number of members if possible and may have as many as 7 members.

Guidelines for Architectural & Landscape Applications

To improve the response rate to an application the following timeline should be followed whenever possible. If it is not possible to complete the process within 10 business days the Board should contact the applicant, which must be the legal owner on deed, via email or hardcopy to inform them of the status of their application.

1. Upon receiving an application, the ARC Chair should distribute the information via email or hardcopy to the committee members for any additional questions, recommended changes and/or their general approval of the project within 2 business days.
2. Committee members should reply to the Chair via email or hardcopy within 2 business days.
3. If needed, the Chair will contact the applicant with any questions or recommendations and document in writing any verbal conversations. After contacting the applicant or if no contact is needed, the Chair will make a written recommendation via email or hardcopy to the Board of Directors/management company within 2 business days.
4. The Board of Directors/management company will then notify the applicant via email or hardcopy within 4 business days of their approval or denial of the application. The owner will receive a written approval letter and the approval noted in their file with the management company.

Guidelines for Inspections

1. If possible, inspections (in addition to those made by the management company) should be made in the months of February, April, June, August, October and December in the first two weeks of the month.
2. It is preferred that inspections be done by walking the neighborhood, but driving is acceptable.
3. During the inspections committee members will observe from the street and note any violations citing the section in violation of the CC&R’s or Design Review Guidelines. Within 1 day of the inspection, the committee Chair will create a written report and submit to the Board of Directors and management company. The management company will then send a letter based on the committee representative observations and the committee members observing the violation names must be noted in the letter to owner. The Management company is responsible for communicating any issues in writing and in accordance with all State and Federal Statutes and guidelines concerning violations.