

Bermuda Greens Condominium Association

Architectural Review Committee Charter

1. Purpose

The Architectural Review Committee ("Committee") was established by the Board of Directors ("Board") of the Bermuda Greens Condominium Association ("Association") as a standing advisory Committee to support the Association in preserving and enhancing the architectural integrity, safety, and overall value of the community. The Committee operates under the authority of the Board and in accordance with the Association's governing documents, applicable laws, rules, regulations, and adopted architectural standards.

2. Authority and Oversight

The Committee assist the Board in improving and maintaining the architectural quality of Bermuda Greens by;

- A. Preserving property and home equity values
- B. Maintaining a safe and aesthetically consistent environment
- C. Ensuring that all alterations, modifications, and improvements undertaken within the community do not jeopardize the safety, structural integrity, or soundness of the buildings, infrastructure, or common elements
- D. Promoting compliance with established architectural guidelines and fostering responsible property stewardship throughout the community

3. Objectives

The Committee is established solely as an advisory committee to the Board. The Committee shall:

- A. Review all owner-submitted applications, plans, and supporting documentation for proposed alterations, modifications, additions, renovations, or improvements to individual units
- B. Evaluate whether proposed projects comply with the Association's governing documents, architectural standards, safety requirements, and applicable codes
- C. Work with the Association management to review and assess the qualifications, licenses, certifications, and insurance coverages of contractors, subcontractors, vendors, and service providers proposed to perform work within the community
- D. Request additional documentation or clarification from applicants when necessary
- E. Conduct inspections or site visits as appropriate to evaluate proposed or completed work
- F. Provide written recommendations to the Board regarding approval, conditional approval, or disapproval of submitted requests.

4. Relationship to the Board of Directors

- A. While the Committee can make decisions regarding architectural applications, modifications and improvements, final enforcement actions shall remain exclusively with the Board.
- B. No member of the Committee shall possess voting authority on the Board solely by virtue of Committee membership.

5. Committee Composition

The Committee shall consist of volunteer Association members or residents in good standing, as determined by the Board. Where practical it would be helpful for Committee members to possess experience or knowledge in areas such as:

- A. Construction
- B. Architecture
- C. Engineering
- D. Property management
- E. Building safety
- F. Landscaping
- G. Community governance

5.1 Appointment

The Board may appoint the Committee members and Committee Chair or authorize the Committee to elect a Chair from among its members. The Board may designate a Board liaison to serve as a non-voting advisor. Committee members shall serve at the pleasure of the Board and may be removed or replaced at any time.

5.2 Term

To ensure the Committee remains dynamic and accessible to all interested individuals, a standard term of two years will be established for all members. However, members and the Chairperson may be reappointed by the Board.

6. Review Standards

The Committee may recommend reasonable conditions or limitations to support compliance and protect the interests of the Association and residents. In evaluating applications and proposals, the Committee shall consider:

- A. Architectural harmony and consistency with the community
- B. Safety and structural integrity
- C. Impact on neighboring units or common elements
- D. Compliance with governing documents and rules
- E. Contractor qualifications and insurance coverage
- F. Quality of materials and workmanship
- G. Noise, disruption, and construction impact
- H. Drainage, utility, and infrastructure considerations
- I. Long-term maintenance implications.

7. Meetings and Procedures

The Committee may meet as necessary to review pending applications and conduct committee business. Application review timelines and submission requirements may be established by Board-adopted procedures or architectural guidelines. The committee shall work with the property manager to maintain:

- A. Records of applications reviewed;
- B. Recommendations submitted to the Board;
- C. Meeting summaries or minutes where appropriate; and
- D. Supporting documentation related to committee activities.

8. Ethics and Conflicts of Interest

Committee members shall act in good faith, fairly, consistently, and in the best interests of the Association. Any member with a personal, financial, or ownership interest in a matter under review shall disclose the conflict and recuse themselves from discussion and recommendations concerning that application.

9. Term and Dissolution

The Committee operates under the authority, direction, and oversight of the Board. The Board may amend this Charter, modify the Committee's responsibilities, suspend its activities, or dissolve the Committee at any time.

10. Adoption

This Charter was adopted by the Board of Directors of the Bermuda Greens Condominium Association on June 23, 2026 and shall remain in effect until amended or repealed by the Board.

Board President: *Gary Dunn*
Secretary: *Lorrie Beaumont*
Date: June 23, 2026