

WYNNGATE HOMEOWNERS ASSOCIATION. INC.
BOARD RESOLUTION NO. 2026-ARC-01
ADOPTION OF ARCHITECTURAL REVIEW COMMITTEE CHARTER

WHEREAS

The Declaration of Restrictive Covenants, HOA By-Laws, and Architectural Guidelines establish the authority for architectural review of improvements within Wynngate; and

WHEREAS

The Board of Directors desires to establish a clear governance framework for the Architectural Review Committee ("ARC"); and

WHEREAS

The Board has reviewed multiple proposed ARC Charter versions and desires to adopt a simplified charter which:

- Preserves architectural review responsibilities;
- Provides flexibility for future ARC members;
- Clarifies the relationship between the ARC and the Board;
- Protects homeowner privacy and property rights; and
- Establishes a consistent review and reporting process;

NOW THEREFORE BE IT RESOLVED

That the Board of Directors adopts the following Architectural Review Committee Charter effective immediately upon approval.

ARCHITECTURAL REVIEW COMMITTEE (ARC) CHARTER

Article 1 – Authority

The Architectural Review Committee ("ARC") is established pursuant to:

- Article 9 of the Wynngate HOA By-Laws;
- Section 6 of the Declaration of Restrictive Covenants; and
- Wynngate Architectural Design Guidelines.

The ARC operates under authority delegated by the Board of Directors and serves as the Association's review body for architectural and construction-related matters.

Article 2 – Purpose

The ARC exists to:

- Preserve the character and appearance of Wynngate;
- Review proposed improvements requiring ARC approval;
- Promote compliance with the Covenants and ARC Guidelines;
- Protect neighboring properties and HOA infrastructure from adverse impacts; and
- Provide consistent and documented architectural review.

Article 3 – Membership

- The ARC shall consist of five (5) Lot Owners appointed by the Board.
 - The Board shall appoint a Chairperson.
 - Members serve at the pleasure of the Board and may be removed or replaced by Board action.
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Article 4 – ARC Responsibilities

The ARC shall review applications involving:

- New homes;
- Garages;
- Accessory structures;
- Pools;
- Driveways;
- Retaining walls;
- Fences;
- Additions;
- Exterior modifications;
- Significant grading or drainage changes; and
- Other improvements requiring ARC approval.

The ARC shall evaluate:

- Setbacks;
 - Visual impact;
 - Drainage impacts; and
 - Compliance with the Governing Documents.
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Article 5 – Application Requirements

Applications shall include information required by the Covenants, ARC Guidelines, or reasonably requested by the ARC.

For major construction projects, the ARC may require:

- Site plans;
 - Drainage information;
 - Clearing and grading information;
 - Clear marking of property lines
 - Surveys;
 - Engineering reports; or
 - Other supporting documents reasonably necessary for review.
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Article 6 – Construction Reviews and Inspections

The ARC shall review plans before approval.

The ARC may conduct inspections when reasonably necessary to:

- Verify compliance with approved plans;
- Review drainage or erosion-control measures;
- Review significant grading activity; or
- Confirm project completion.

The ARC's role is to observe and report.

The Board remains responsible for enforcement decisions.

Article 7 – Compliance Review Requests

- The ARC shall review concerns referred by the Board.
- The ARC may review concerns submitted by a Lot Owner or identified during ARC activities.
- The ARC will inform the Board if the ARC does not review concerns submitted by a Lot Owner.

The ARC may report:

- Unapproved improvements;
- Drainage concerns;

- Setback concerns; or
- Conditions potentially inconsistent with the Covenants, ARC Guidelines, or ARC approvals.

The ARC shall report findings to the Board.

The ARC shall not issue violation notices, fines, penalties, or enforcement actions.

Article 8 – Privacy and Property Rights

ARC members shall:

- Respect the privacy and property rights of all Lot Owners.
- Act professionally and respectfully when conducting inspections or reviewing potential compliance concerns.
- Limit observations to information reasonably necessary to evaluate the issue presented; and
- Coordinate site visits with property owners whenever practical.

ARC members shall not:

- Enter private property without the owner's permission, except where specifically authorized by the Governing Documents or applicable law;
- Enter structures;
- Open gates; or
- Interfere with construction activities.

Photographs may be taken when reasonably necessary to document construction, drainage, erosion, or conditions being reviewed.

Photographs shall:

- Focus on the condition being documented;
- Avoid unnecessary intrusion into private areas; and
- Become Association records.

Nothing in this Charter authorizes routine neighborhood patrols or proactive inspections of all lots.

Article 9 – Appeals

- Any Lot Owner may appeal an ARC decision to the Board.
 - The Board's decision shall be final.
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Article 10 – Records

The ARC shall maintain records of:

- Applications;
- Approvals;
- Denials;
- Inspection reports;
- Appeals; and
- Supporting documentation.

All ARC records shall become Association records.

Article 11 – Code of Conduct

ARC members shall:

- Act impartially;
- Avoid conflicts of interest;
- Respect owner privacy;

- Apply standards consistently; and
- Base recommendations on the Governing Documents and ARC Guidelines.

ADOPTED this 4th day of September, 2026.

President – Bobby Daenen

Secretary – Ginger Williams

Voted on 9/4/2026 at Executive Session Board Meeting – Included in Meeting Minutes