

# ENVIRONMENTAL & ARCHITECTURAL REVIEW COMMITTEE

## Rules of Procedure

### **Article I - Membership and Officers**

**Section 1.0 Membership:** The Environmental and Architectural Review Committee (EARC) shall consist of ten (10) members total; seven (7) Voting members who are owners or residents of Parkview Hills and three (3) ex-officio members consisting of the Management Company Representative, the Parkview Hills Community Association (PHCA) Board Representative and the PHCA Board Consultant.

- (A) Appointment: All members shall be appointed by the PHCA Board of Directors.
- (B) Terms: Voting members shall be appointed for three (3) years, or until a successor takes office. Each Voting member is eligible to be appointed and to serve an additional three (3) year term. After serving two consecutive terms, members must wait one year until they are eligible to be appointed again. Terms shall begin July 1 and shall be staggered so that two (2) or three (3) Voting members will be appointed each year. Terms for ex-officio members shall not expire.
- (C) Attendance: Regular attendance at EARC meetings and participation in the decision-making process is expected of each appointed member. At PHCA Board discretion, members may be replaced for lack of attendance.

**Section 1.1 Officers:** The officers of the EARC shall consist of a Chairperson, Vice-Chairperson and Secretary elected by the Committee at its annual meeting. Only Voting members may serve as Officers. Officers shall serve for a period of one year and may be re-elected.

**Section 1.2 Duties of Officers :** The duties and powers of EARC officers shall be as follows:

- (A) Chairperson
  - (1) To preside at EARC meetings;
  - (2) To call special meetings of the Committee in accordance with these Rules of Procedure;
  - (3) To see that EARC actions are properly taken;
  - (4) To appoint ad-hoc committees as may be required to assist the EARC in carrying out its responsibilities;
  - (5) To sign all documents and letters of the Committee directed to those who have requested action and to the PHCA Board;
  - (6) To provide input to the proposed agenda for regular and special meetings;
  - (7) To prepare and submit to the PHCA Board of Directors, by April 1, a report of EARC activities for the preceding calendar year.
- (B) Vice-Chairperson: During the absence, disability, or disqualification of the Chairperson, the Vice Chairperson shall perform the duties and assume the responsibilities of the Chairperson.
- (C) Secretary
  - (1) To record minutes at all regular and special meetings, transmit draft minutes to Committee members, distribute final minutes to Committee members, PHCA Board members and other interested community members, and post approved minutes on the Clubhouse bulletin board and website;
  - (2) In consultation with the Chairperson, to prepare and distribute a draft agenda for all EARC meetings;
  - (3) To maintain and be custodian of the Committee's records, which shall be available for inspection by Parkview Hills owners and residents;
  - (4) To inform the Committee of correspondence relating to EARC business and to respond thereto as directed;
  - (5) To sign documents and letters as directed by the Chairperson or the Committee;
  - (6) To update and maintain the EARC Reference Manual and distribute copies to committee members;

- (7) To produce and distribute an information packet including a proposed agenda and relevant documents 2-5 days prior to scheduled regular or special meetings;
- (8) To collect phone votes and report results to Chairperson
- (9) To receive and present written comments from Committee members who are unable to attend a meeting;
- (10) To keep a record of attendance at all regular and special meetings and to report such attendance, semi-annually, to the PHCA Board.

**Section 1.3 Vacancies:** Should a membership vacancy occur by reason of removal, resignation, disability, or expiration of term, the Board Representative shall give immediate notice to the PHCA Board of Directors. Should a vacancy occur among the officers of the Committee, the vacant office shall be filled by a Voting member elected at a regular or special EARC meeting.

**Section 1.4 Ex-Officio Member Responsibilities:** Ex-officio members shall be present at all EARC meetings. If an ex-officio member cannot be present, he or she shall designate a substitute to attend. No ex-officio member shall hold an office or vote on EARC matters. Ex-officio members shall have the following responsibilities;

(A) PHCA Board Representative:

- (1) To report to the EARC any PHCA Board matter of pertinence and speak for the PHCA Board at EARC meetings;
- (2) To inform the EARC of PHCA policies and insure these are adhered to by the EARC;
- (3) To report to the PHCA Board matters of EARC business that need Board attention;
- (4) To provide written Board requests for EARC action.

(B) Management Company Representative:

- (1) To be an employee of the management company under contract to the PHCA Board;
- (2) To receive requests for EARC services;
- (3) To forward requests to the EARC Secretary;
- (4) To work with the EARC as needed.

(C) PHCA Board Consultant:

- (1) To investigate preliminary requests for action as assigned, and to consult with the Chairperson regarding actions to be taken;
- (2) To provide written recommendations which become part of the information packet distributed to EARC members;
- (3) To provide information and recommendations at meetings, within his or her areas of expertise.

## **Article II - Meetings**

**Parliamentary Procedure:** All meetings of the Committee shall be conducted in accordance with the most recent Robert's Rules of Order Newly Revised.

**Section 2.0 Annual Meeting:** The annual meeting of the Committee shall be held in July. Such meetings shall be devoted to the election of officers for the ensuing year and such other business as shall be scheduled by the Committee. The Chairperson shall designate an ex-officio member to conduct the election of officers.

**Section 2.1 Regular Meetings:** Regular meeting shall be held each month at the Clubhouse or other location convenient to the EARC. The time and location of regular meetings will be published in the minutes and on the PH website. At such meetings, the Committee shall consider all matters properly brought before it. A regular meeting may be canceled or rescheduled with two (2) days notice.

**Section 2.2 Special Meetings:** Any Officer or two (2) Voting members may call a special meeting, designating the time and place, with 24-hour advance notice to members.

**Section 2.3 Quorum:** At any meeting of the Committee, a quorum shall consist of four (4) Voting members of the Committee. No action of the Committee shall be taken in the absence of a quorum except to adjourn to reschedule the meeting to a subsequent date.

**Section 2.4 Voting:** At any meeting of the Committee, each Voting member attending shall be entitled to cast one vote. Voting shall be by voice vote except where a majority of members present prefer roll call vote.

**Section 2.5 Disclosure :** In the event that a Committee member has a conflict of interest in a matter before the Committee, he or she shall disclose that interest and shall abstain from voting upon the matter. The Secretary shall record that such member abstained.

**Section 2.6 Committee Action:** The affirmative vote of four (4) or more Voting members, with a quorum present, at any official meeting of the Committee shall be required for any matter requiring a vote. Motions shall state the reasons of fact for the committee action which shall be specified in the minutes of the meeting.

**Section 2.7 Conduct of Meetings:** All meetings shall be open to PH owners, residents, and representatives of companies managing PH properties. Such persons may address the Committee. The order of business at the meeting shall be as follows:

- (A) Call to Order
- (B) Adoption of Agenda
- (C) Approval of Minutes
- (D) Announcements and Communications
- (E) Old Business
- (F) New Business – Requests for Action
- (G) Miscellaneous Comments by Committee Members or Guests
- (H) Adjournment

### **Article III – Expedited Actions**

**Section 3.0 Determination:** When three members have reviewed a request and agree that the request needs immediate EARC attention due to (1) an actual or probable threat to property or human safety, (2) recent damage to property, or (3) an unanticipated situation requiring quick action.

#### **Section 3.1 Procedures for an expedited action:**

Requests requiring expedited action will be handled using phone/electronic voting.

#### **Section 3.2 Phone/electronic voting procedure :**

- (A) The EARC Secretary or another Officer, as determined by the three members, will be the Overseer of the request.
- (B) The Overseer will transmit information regarding the request, together with a motion for action to EARC members.
- (C) Members will have twenty-four (24) hours to review the request, visit the site, and contact the Overseer, in person, by phone or electronically, to indicate their vote on the motion.
- (D) The Overseer will contact the Chairperson with the vote tally.
- (E) The Chairperson will notify the requester of the EARC's decision.
- (F) The Overseer will review the action at the next regular meeting for inclusion in the minutes.

### **Article IV - Ad-hoc Committees**

**Section 4.0 Ad-hoc Committees:** Ad-hoc committees may be established as the EARC deems appropriate and necessary. Such committees shall include no more than three (3) Voting members.

### **Article V - Amendments**

**Section 5.0 Amending Rules of Procedure :** These rules may be amended solely by the PHCA Board. Amendments and changes may be proposed by either the EARC or the Board, and must be reviewed by both the EARC and the Board prior to adoption.

Approved March 2007

Amend Article III August 2007