

INDIAN RIVER FARMS HOMEOWNERS' ASSOCIATION

CHARTER FOR ARCHITECTURAL REVIEW BOARD (ARB)

AUTHORIZATION

The Architectural Review Board, hereafter referred to as the "ARB," is established by Indian River Farms Homeowners' Association Board of Directors under Article VI - Section 6.1 of the Bylaws and Article VI of the Declaration and will serve under the supervision of the Board of Directors.

PURPOSE

The ARB is a body whose purpose is to provide support to the Board of Directors to ensure that the homeowners of Indian River Farms Homeowners' Association comply with the Architectural Guidelines for lot owners of Indian River Farms.

SCOPE

The ARB will review homeowners' Exterior Alteration Applications (attached hereto as Attachment "A") for alterations to the home/lot to ensure the requests are in compliance with the Architectural Guidelines. The ARB can also recommend changes to Architectural Guidelines for home/lot alterations, as long as they are in keeping with the language in the Association's Rules and Regulations and Declaration. The ARB should familiarize themselves with these governing documents.

PRIMARY FUNCTIONS

The primary functions of the ARB are to:

- Recommend to the Board of Directors any and all suggested changes to the existing Architectural Guidelines, as necessary for modifications to the home/lot, as well as, homeowners' use of their lot (for example: 8. FLAGS; 13.(b) LANDSCAPING – Statuary; 21. RECREATIONAL EQUIPMENT). These are examples of sections from the Architectural Guidelines.
- Review homeowner requests for home/lot alterations to ensure the requests are in compliance with the Architectural Guidelines.
- Evaluate the level of compliance with pertinent contractual requirements and recommend improvements/changes.
- If requests for home/lot alterations are in compliance with Architectural Guidelines of the Indian River Farms Homeowners' Association, the ARB

will approve the request(s) in writing and report to the Board of Directors all decisions they have made. In addition, they must submit all approved applications to the Association Manager at United Property Associates. The Association Manager will prepare and send the correspondence informing the homeowner of said approval.

- If requests for alterations are not in compliance with the Architectural Guidelines, the ARB will deny the request and report it to the Board of Directors and the Association Manager at United Property Associates. The ARB will state, in writing, on the application the reason for the denial. The ARB must submit the denied application to the Association Manager. The Association Manager will then advise, in writing, the homeowner whose request(s) have been denied that they have the right to appeal the decision to the full Board of Directors.
- At a minimum of once a quarter, the ARB along with the board liaison will visually inspect all common areas to ensure full compliance by homeowners/residents with Indian River Farms Homeowners' Association's Architectural Guidelines and applicable rules.
- The ARB will report all violations of the Architectural Guidelines noted on their inspection to the Board of Directors and the Association Manager for further action. If no violations are found, a report stating so shall be submitted to the Association Manager and the Board of Directors.
- Remain in full force and effect until voluntarily or involuntarily dismissed by the Board of Directors. A sample dismissal letter is attached hereto as Attachment "B."

The Board of Directors may from time to time with written notice to the ARB add, delete or change specific directives concerning the ARB's Primary Functions listed in this Charter.

MEMBERSHIP

The ARB shall:

- Have a minimum of three (3) voting members, (1) alternate member and (1) board liaison who are both owners and residents of Indian River Farms Homeowners' Association.
- Elect a chairperson to be the primary contact with the Board of Directors.
- Take minutes at all ARB meetings by a designated ARB member.
- Distribute said minutes of all meetings to the Association Manager.

- Give a verbal report to the Board of Directors at regular or special meetings of the Board of Directors and submit a written report, if requested. Therefore, a member or members of the ARB must be present at each Board of Directors regular or special meeting to give the report.

All ARB records shall be available for review by the Board of Directors or any Indian River Farms homeowner by written request to the Association Manager.

MEETINGS

All meetings of the ARB shall be open to all Indian River Farms Homeowners' Association members and be noticed to the membership by the ARB.

Members

(3) Voting Members:

- 1. Javier Medina**
- 2. Najwa Wynn**
- 3. Erick Kearns**

(2) Alternate Members:

- 1. Megan Ross**
- 2. Tina Sudduth**

(1) Board Liaison:

- 1. Position rotates among active board of directors' members monthly**

Effective date:

July 14, 2015

Completed applications must be received by the 20th of the month in order to be considered during the next ARB meeting.
Please check with the Web site for time and date of the meetings.

INDIAN RIVER FARMS HOMEOWNER ASSOCIATION
EXTERIOR ALTERATION APPLICATION

PLEASE MAIL OR DELIVER TO:

INDIAN RIVER FARMS HOMEOWNERS ASSOCIATION
525 SOUTH INDEPENDENCE BVLD. SUITE 200
VIRGINIA BEACH, VA 23452
PHONE NO: 757.497.5752 FAX NO: 757.497.9133

WARNING: Exterior alterations commenced without prior approval of the Architectural Review Board (ARB) are in violation of the covenants and are at the applicants own risk. Read your Indian River Farms Governing documents thoroughly. Please review all the Conditions, Restrictions, Easements, Charges, and Liens. Neither the Board of Directors nor the ARB has the authority to grant approval to encroach into a maintenance easement. Applicant must seek variances from the City of Virginia Beach (Planning and Zoning) for such encroachment.

FROM:

NAME: _____
ADDRESS: _____
HOME PH: _____ WORK PH: _____

APPLICATION FOR: (CHECK APPROPRIATE WORK)

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> *Play Structure | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Exterior Finish | <input type="checkbox"/> Satellite Dish |
| <input type="checkbox"/> Grading | <input type="checkbox"/> *Deck or Patio | <input type="checkbox"/> *Shed | <input type="checkbox"/> *Pool / Hottub |
| <input type="checkbox"/> *Building | <input type="checkbox"/> Relocate | <input type="checkbox"/> Exterior Color | <input type="checkbox"/> Repair or Replace |
| <input type="checkbox"/> *Water Well | <input type="checkbox"/> Other Alteration : _____ | | |

**Permits could be required with these types of alteration, if required, please provide copy of permit with Alteration Completion Notice.*

DESCRIPTION OF ALTERATION: Supplemental sheets, sketches, plats and architectural drawing, fully describing the proposed alteration and location, must be attached before the ARB will review the application. In case of an exterior color change, a sample of the new color, along with a description of the existing color, must be submitted. Failure to provide the necessary documentation will only delay the approval process.

NOTE: The Architectural Review Board has thirty (30) days from the date a complete application package (including required signatures, plats, sketches, etc.) is received to approve or deny each application. Any application received after the 20th of the month could be deferred until the next following ARB meeting (6-8 weeks). Failure to approve or deny the application by the ARB within the allotted time will deem the application as approved and the applicant may proceed with alterations with the understanding that the modification must comply with the standing Covenants, Bylaws, Rules and Regulations and Architectural Guidelines. By signing below, you acknowledge that you are responsible of acquiring all necessary permits from the City of Virginia Beach or Board of Health (for water wells) and if the modification(s), as constructed, differ in any way from those described herein, your approval will not extend to such modification(s).

ACKNOWLEDGMENT: Please obtain signatures of all adjacent and/or visually affected neighbors wherever possible. This acknowledgment indicates awareness of intent, not necessary approval or disapproval.

NAME: _____	NAME: _____
ADDRESS: _____	ADDRESS: _____
NAME: _____	NAME: _____
ADDRESS: _____	ADDRESS: _____

OWNERS/TENANTS SIGNATURE: _____ **DATE:** _____

****To Be Completed By The Architectural Review Board Only****

THE ABOVE REQUEST HAS BEEN: APPROVED AS WRITTEN DENIED DUE TO REASONS BELOW
 APPROVED WITH CONDITIONS BELOW DEFERRED - SEE BELOW

ARB MEMBERS SIGNATURES _____ **DATE** _____

<date>

ARB Member's Name
Address

Re: Architectural Review Committee

Dear _____ :

The board of Directors and the Architectural Review Board wish to thank you for your past support and participation on the Architectural Review Board. Effective immediately, the Board of Directors has decided to replace you on the Architectural Review Board due to your failure to attend over half of the meetings this year and failure to adhere to the Rules and Regulations and Architectural Guidelines of Indian River Farms.

If, in the future, you should have more time to contribute to the community, please submit a letter of interest to the Board of Directors for their consideration.

For the Board of Directors,

Michaela Audet
Association Manager

Attachment "B"