

Architectural Committee. (Extracted from KWVA Rules and Regulations, Section 6)

1. The Architectural Committee, in accordance with the guidelines of the Declaration of Covenants, Conditions, and Restrictions of Kimberly Woods Village is responsible for:

- a. Establishing and maintaining community Architectural standards.
- b. Reviewing Architectural Requests to ensure compliance with the Covenants.

2. The Architectural Committee is not responsible for the inspection of properties in order to enforce proper upkeep and maintenance. That job is the responsibility of the Board of Directors and the property management company if the community hires one.

3. The Architectural Committee shall be made up of no more than five (5) but no less than three (3) elected members from the Association. If at least three (3) members cannot be elected, the Board of Directors shall serve as the Architectural Committee. The guidelines of the committee are as follows:

- a. The committee shall meet at least monthly in order to review requests from residents.
- b. A minimum of three members shall be involved in the review of each request.
- c. In order to review each request, an inspection of the property shall be made to gain better understanding of the request being made.
- d. A Chairman shall be elected and will be responsible for the following:
 - 1) Coordinate the meetings and inspections.
 - 2) Insure that the secretarial work is completed within the time limits described in the covenants.
 - 3) Act as liaison with the Board of Directors Maintain all records and files of the committee.
- e. A Secretary shall be elected and will be responsible for the following:
 - 1) Recording the decisions and minutes of each committee meeting.
 - 2) Writing of all correspondence.