

MONTGOMERY VILLAGE FOUNDATION, INC.

GUIDELINES FOR ARCHITECTURAL REVIEW BOARD

The Architectural Review Board is a standing committee of the Montgomery Village Foundation. Pursuant to the Montgomery Village Foundation, Inc. By-Laws, Article XII, the “committee shall consist of a chairperson and two (2) or more members and shall include a member of the Board of Directors for Board contact. The committee shall be appointed by the Board of Directors at its first meeting following each annual meeting ...and members of the committee shall serve until their successors are appointed.”

PURPOSE: Article XII, Section 4 of the MVF By-Laws states: “The Architectural Review Board (formerly known as the Architectural Control Committee) shall have the duties and functions described for such committee in the Declaration of Covenants.” These covenants are included in every Montgomery Village homes corporation documents.

STANDARDS OF CONDUCT: Each committee member shall listen carefully to and respect the opinions of fellow committee members, refraining from negative or belligerent comments; participate actively in committee meetings; keep well informed of developments relevant to issues that may come before the committee; and respect and uphold the majority decisions of the committee.

MEETINGS:

1. The Architectural Review Board meets the first Wednesday of the month (except for holidays) at 5 p.m. in the North Creek Board Room, 20125 Arrowhead Road, to review all Property Improvement Request forms submitted by residents for any exterior changes or additions to Village homes and to hear any scheduled appeals of violations, as requested by residents.
2. All meetings are open to the public.
3. Each Committee meeting will begin with a "Residents' Time" to hear and consider suggestions from Foundation members and Village residents concerning Foundation responsibilities, facilities, and/or activities within the Committee's purview.
4. The Committee Chair is authorized to conduct meetings, and meetings will generally follow Robert's Rules of Order, applied informally and flexibly by the Chair, unless in the judgment of the Chair, a more formal application of Robert's Rules is necessary to provide clarity and order to ensure completion of the Committee's business.
5. Decisions or recommendations of the Committee are approved by a simple majority vote of members present and voting (voting by proxy is prohibited). Minutes of the meetings should include the participation, agenda items, motions/resolutions/recommendations, and Committee votes.

MEMBERSHIP QUALIFICATIONS:

1. Applicants should be Montgomery Village property owners or residents in good standing (current in assessments and no architectural violations).
2. The Architectural Review Board members shall have demonstrable experience in related professions including but not limited to architect, designer, engineer or general contractor.
3. Each Committee member is appointed, and may be removed, by a majority vote of the MVF Board. Annually, the Board will confirm the membership of each Committee and appoint a Committee Chairperson.
4. MVF Board members may not be appointed as members of this committee.
5. A Committee member who is absent (there is no excused absence category in attendance records) from 25% or more of the regularly scheduled Committee

meetings, consecutively, in a 12 month period, beginning April 1 of each year, may be removed from the Committee. The Board may waive the resignation for illness, emergency, or other good cause provided that the member and the Chairperson each submit a written explanation as to why the member in question should remain on the committee.

COMMITTEE CHAIR:

The Committee Chair is responsible to ensure that the committee fulfills the goals and assignments from the Board. Responsibilities include:

1. Conduct the meeting to ensure that all members have the opportunity to participate and that each item of business receives appropriate consideration.
2. Review the Board goals with the committee to identify areas where the committee can contribute to accomplishing these goals.
3. Provide leadership by acting as a facilitator to keep discussions on track, managing differences of opinion and ensuring that the discussion remains on topic, productive and professional.

BOARD LIAISON:

Either one or two MVF Board member(s) shall serve as non-voting liaison(s) to the Committee. Responsibilities include:

1. Confer with the Committee Chair and Staff Liaison to prepare the meeting agenda.
2. Communicate the Board intent when issues are referred to the committee for action/review.
3. Communicate the committee intent when recommendations/requests are forwarded to the Board for action.
4. Act as Chairperson if the appointed Chairperson or Vice Chairperson is not present.
5. Provide the Board with feedback on Committee performance.

STAFF LIAISON:

The Director of Architectural Standards shall serve as Staff Liaison to the Architectural Review Board and may cast a vote as a member of the Architectural Review Board only upon the occurrence of a tie vote. A quorum for conducting business shall be three, of which at least two shall be volunteers. The Director of Architectural Standards and one other Architectural Standards Department staff appointed by the MVF Board of Directors shall be eligible to serve as voting members of the Committee, but only when needed to constitute a quorum. Other responsibilities include:

1. Sets the agenda with input from the chairperson as needed.
2. Provide technical assistance and coordinate administrative support, including preparation of supporting committee packets.
3. Ensure that each new committee member is provided with committee guidelines and orientation.

GENERAL RESPONSIBILITIES:

1. Review staff recommendations on all applications. Their recommendations shall be submitted for approval by the Architectural Review Board. Decisions by the Architectural Review Board may be appealed by the applicant, to be heard at an Executive Committee meeting acting on behalf of the Board of Directors.
2. Review and promptly approve or disapprove in writing (as to harmony of external design and location in relation to surrounding structures and topography) all plans and specifications showing the nature, kind, shape, height, materials, color and location of any building, fence, wall structure, exterior addition to or change or alteration therein.

3. All applications are to meet reasonable test standards. ARB members shall deliberate objectively on plans, and all decisions shall be set forth in as much specificity as possible, identifying the applicable neighborhood criteria, standards, guidelines, and design principles upon which the approval or disapproval is based.
4. All approvals or disapprovals are to be consistent with previous actions except where it can be demonstrated that there are new circumstances requiring an unprecedented decision that is based on sound design principles.
5. There will be an annual session for training, general discussion and evaluation of the existing Architectural Standards process to be held and led by MVF staff, the ARB chairman and Board members, and legal counsel will be asked to attend.
6. The ARB will review architectural criteria for Village communities and make recommendations for revisions to existing criteria. The ARB may be asked by the MVF Executive Committee or Board of Directors to consider other issues related to Architectural Standards.

Adopted by MVF Board of Directors – May 18, 1970

Revised by MVF Board of Directors - November 23, 1982

Revised by MVF Board of Directors – May 18, 1983

Revised by MVF Board of Directors – May 1985

Revised by MVF Board of Directors – April 1988

Reaffirmed - April 27, 1989

Reaffirmed - May 24, 1990

Reaffirmed – May 23, 1991

Committee name changed – November 26, 1991

MVF By-laws amended – May 30, 1996

Re-formatted per MVF Board standard – August 28, 1998

Revised by MVF Board of Directors – January 26, 2006

Revised and approved by MVF Board of Directors – December 3, 2009

Revised and approved by MVF Board of Directors – February 23, 2012

Revised and approved by MVF Board of Directors – July 24, 2014

Revised and approved by the MVF Board of Directors – December 3, 2015