

Leisure Town Home Association

Architectural Review and Construction Committee Charter

FENCES / PROPERTY ALTERATIONS / ADDITIONS

The purpose of this charter is to define the mission, authority, responsibilities, and membership for the Leisure Town Home Association "LTHA" Architectural Review and Construction Committee. The charter also conveys commitment from and implied support by members of the LTHA, the association's Board of Directors, as well as the property managers.

Purpose

The purpose of this committee is to assist the Leisure Town Board of Directors and Management in making sure all outside additions or changes within Leisure Town follow our LTHA Bylaw's, Rules and Regulations and CC&R's. This committee will be expected to work closely with the Board liaison, the chairperson, the LTHA Board of Directors and Management when asked.

Scope of Authority

Ultimate authority for this committee lies with LTHA's current Board of Directors. The committee has no expressed or implied power or authority.

All committee members must obtain approval before the expenditure of any LTHA funds.

Membership

The Board will appoint a liaison for this committee. This committee should consist of 3 to 7 members. A chairperson and possible co-chair will be appointed by the Board of Directors.

Each committee member must go through the application process for renewal of the committee appointment. The board may fill vacancies on the committee and may remove a member from the committee at any time without cause. The committee members must review and sign an Ethics Policy and keep personal contact information of other members private and confidential.

Meetings

A majority of the committee members shall constitute a quorum. It will meet monthly at an agreed upon time and place by the majority of the committee. A monthly meeting report of the committee meeting will be given to the Board liaison. The chair or their designated person will give a monthly address at our open Board meeting each month during the committee report segment of the meeting.

Roles & Responsibilities

No outside additions or changes to buildings or fences shall be made without the review/recommendation of the Architectural Review and Construction Committee, approval by the Board of Directors and adherence to all requirements set forth by zoning and building codes of the City of Vacaville. No shed, fence, patio or other accessory structure may be built on any lot without the review/recommendation of the Architectural Review and Construction Committee and the approval of the Board of Directors.

No more than 20% of the rear yard may be covered by accessory structures enclosed on more than one side. The eaves of accessory structures, such as sheds, shall not be closer than two feet to the property line and foundations no closer than three feet to the property line. Shed height may not exceed eight feet. In no case shall a structure be built in front of the set-back line as shown on the recorded subdivision map.

This charter may be reviewed, communicated, and revised as deemed necessary by the board.