

NEW HORIZONS SOUTH BAY ASSOCIATION

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CHARTER ARCHITECTURAL

PURPOSE:

The purpose of the Architectural Committee is to maintain the external appearance of the residential buildings, club house, recreation building and the garages, and to insure that any architectural modifications to the condominium's buildings and common area facilities are sound and acceptable.

ORGANIZATION:

1. Chairman - An elected member of the Board of Governors, and selected by the Board
2. Vice Chairman
3. Secretary
4. Committee members
Required to include five members of the Board of Governors, at least two of whom shall be officers of the Association, according to Article VIII of the CC & R's.

RESPONSIBILITIES:

Chairman

1. Reviews "Charter of Committee Chairman" and proceeds accordingly.
2. Reviews Charter for the Architectural Committee.
3. Recruits committee members.
4. Selects Vice Chairman and secretary.
5. Presides at committee meetings and represents the committee at all Board of Governors meetings.
6. Has overall responsibility for performance by employee painters and the quality of their work.
7. Is a member of the Budget Committee.
8. Review painter employee performance, on anniversary of his date of employment, to determine possible increase in salary to be recommended to the Budget committee by the Architectural chairman.

Vice Chairman

1. Acts for the chairman in his absence, and may perform all functions except make a motion or vote on matters being considered by the Board of Governors.

Secretary

1. Takes and prepares minutes of the Architectural committee meetings and submits them for review to the commit chairman.

Committee Members

1. Meet monthly on a regular basis.
2. Direct the painting employees of the Association under the supervision of the Maintenance Supervisor. Supervision of the employees of the Association shall be in accordance with Employee's Guidelines and Regulations.
3. Arrange for and supervise the exterior painting of all the buildings. Also, upon request, do interior painting of the club house and recreation building.
4. Maintain a coordinated color scheme for the building exteriors. Requests for color changes can only be considered if they are consistent with the overall color scheme.

5. Review and approve or disapprove requests for changes on installations affecting the external appearance of condominium buildings. (This includes resurfacing of patios and installation of indoor-outdoor carpeting on decks.) Make sure that the changes are consistent with maintaining the overall attractive appearance of the condominium.
6. Review and approve or disapprove requests for interior structural alterations and for electrical or plumbing work within any walls. (This includes attic stairs.)
7. If major changes affecting a number of buildings are undertaken, (e.g. new roofs), work with the Buildings and Pools committee and others concerned to maintain the attractive appearance of the buildings.
8. Prepare the Architectural committee budget request for the coming year and submit it to the Budget Committee.
9. Review, approve and monitor expenses charged to the Architectural committee vs. the budget allowance for the year, and obtain Board approval in advance for non-routine major expenses.

PRINCIPAL FUNCTIONS

1. Direction and supervision of work done by painters in the painting of the buildings, including preparation of the surfaces. This includes touch-up and repair that may be needed between regular paintings of the buildings. Washing of the buildings, in preparation for painting or as needed to maintain their appearance, is done by maintenance employees upon request to the Buildings and Pools Committee.
2. Schedules for painting and washing of the buildings are worked out with the Maintenance Superintendent. The Committee is responsible for notifying the affected residents and publishing the schedules in the Weekly Newsletter.
3. Painting of decks, including preparation of the deck surfaces. (Repair of the deck surfaces is the responsibility of the Buildings and Pools committee.)
4. Painting of interior surfaces is to be done only upon request (a) Interior decoration of the clubhouse and recreation building, including choice of colors, wall coverings, floor coverings, carpets, and furnishings is the responsibility of the Clubhouse and Recreation Building Management committee. (b) Painting of stucco repairs and fence repairs may be done by the maintenance personnel rather than the painters when this makes for more efficient use of the personnel.
5. Writing and maintaining specifications sheets covering items that are routinely requested by the residents.
6. The committee should periodically publicize the requirement for submitting written requests for permission to make changes affecting the appearance, the structure, the plumbing, or the wiring of the buildings.
7. IT SHOULD BE NOTED that the Architectural committee's jurisdiction covers installations on patios and decks, specifically including front patio areas within the fences for ground floor units.

***It is mandatory* that all Funded Committees clear with the Budget Committee, and the Board of Governors, any transfer of budgeted funds to non-budgeted use, as well as the disposal or transfer of Association funds or equipment.**