

# Sunscape Estates R.V. Park Cooperative

## Architectural Committee Charter

Revised: 01-06-2021

Original: 02-15-2017

**Authorizing Authority:** The Architecture Committee was formed under the authority of the Board of Directors as stated in Section 5(d) of the Bylaws dated November 15, 1985. The Bylaws, Article XXII Definitions, dated February 2010 defines the Architectural Committee as; “A committee appointed by the Board of Directors to review requests from Shareholders for any changes in their lots and approve or disapprove same”. Shareholders are responsible for obtaining required Park and County permits, and following the applicable Park and County rules. The Committee has the responsibility to notify Management of any infractions.

**Mission:** The Mission of the Architectural Committee is to help maintain the overall look, feel, and consistency of the Park thereby maintaining a desirable RV life style for all Shareholders. We will help shareholders interpret the rules and maintain their properties in accordance with the Sunscape Rules and Regulations and Pinal County requirements.

### **Makeup and Operation:**

1. The Architectural Committee is made up of volunteer shareholders and serves at the discretion of the Board of Directors. The Chairperson shall be a designated Board member. The Committee picks a Vice Chairperson and Secretary each year.
2. The Architectural Committee operations are governed by the Architectural Rules and Regulations and by written procedures covering each of the major activities of the Committee.
3. All Committee members work together to learn and perform all of the specific actions required in the evaluation and approval of permit requests, performance of pre-approval and post completion inspections, and maintenance of appropriate documentation.
4. The Committee meets the first and third Wednesdays beginning the 3rd week in October continuing to the 1st week in April to serve Shareholders needs to obtain information and permits for lot improvements.


5. The Park Manager is empowered to issue permits for urgent work, conferring with the Architectural Committee members in the park as needed, during the summer season. Work being performed during the summer will be inspected for final approval in the fall by members of the Architectural Committee.
6. Minutes of Committee meetings are published on the sunscapervresort.info website. The Committee reports monthly to the Board of Directors and prepares an Annual Report to be presented at the Annual Meeting.
7. It is recognized that if a voting member of this committee be elected to the BOD, this elevation to the higher level of authority and responsibility, which includes planning and attention to Park business affairs and an increased level of energy and time commitment, necessitates the resignation of the voting member from this committee.

**Major Tasks:**

1. Hold regular meetings with Shareholders to assure that all new lot improvement projects are completed in accordance with Park Bylaws, Rules and Regulations and County codes.
2. Maintain permanent records concerning Committee operations and all aspects of shareholder's improvement projects.
3. Provide the Board of directors with such information and assistance as they may require for specific decisions or projects.
4. Maintain open communications with Pinal County Zoning, Building, and Safety Departments to stay current with County requirements.
5. Submit Committee budget requests to the Finance Committee for ongoing expenses.
6. Work to improve Shareholders perceptions of the Architectural Committee's role and operations.

Approved by Board  
Signed on behalf of the Board of Directors

Date: 2-11-21

  
Vern Beckstead, President