

**Marina San Pablo Condominium Association, Inc.,
A Florida Not-for Profit Corporation (the Association)**

Architecture Review Board Charter

Pursuant to Section V, Paragraph B of the Association By-Laws, the Board of Directors, the Board, has the authority to form a standing Architecture Review Board (Committee) to assist in the conduct of the affairs of the association. The committee will be approved by and serve at the pleasure of the board.

PURPOSE:

The purpose of the Architecture Review Board (ARB) is to assist all homeowners in planning and preparing condominium renovation projects so that they are in compliance with Duval County building standards and the Association Declarations, By-Laws and Rules; to perform Architecture Reviews of all condominium renovation projects; to keep the ARB processes and procedures relevant and efficient as possible; and to make recommendations to the Board on the merits of the application. This committee is intended to benefit and to serve all the stakeholders of the Association.

GOAL:

The goal of the Architecture Review Board is to assist the members of the Association in adopting prudent and reasonable pre-renovation project reviews in order to preserve the structural integrity, with structural used in its broadest definition, of the tower building, to respect the Association and Unit owner property boundaries and responsibilities, to ensure standard soundproofing materials for the benefit of adjacent Units, to minimize project disruption to other homeowners and to ensure compliance with Duval County building codes and the Association documents for overall safety.

COMPOSITION:

1. The committee shall consist of three to five members who are both owners of and residents within the Condominium Association.
2. A member of the board shall be designated to guide the ARB as necessary.
3. The chairperson shall be elected by the members of the committee or shall be ratified by the committee if a member steps forward to voluntarily chair the committee. The Chairperson shall remain in the role until he or she resigns and/or until the committee deems it necessary to rotate the position.
4. Committee members shall serve for the period of time with which they are comfortable and shall resign when they are no longer willing or able to serve.
5. Vacancies on the committee, created by attrition, will be filled by vote of the membership from a pool of residents who have expressed an interest in joining the committee. Absent that, the committee will discuss and agree on nominations.
6. The Committee chair or other appropriate member will invite the nominee to join.

OPERATION:

1. The ARB will work collaboratively with the property manager in fulfilling his or her responsibilities for inspection and maintenance of condominium property.
2. The ARB assists and makes recommendations to the board regarding building construction matters.
3. The ARB, knowing its limitations, may recommend to the BOARD that they hire a licensed contractor or similar, to review the ARB application for an invasive renovation project, e.g.; gutting and rebuilding the interior of the condo. The ARB may work with the property manager in securing the names of contractors who would be qualified.
4. The ARB will meet as necessary during the calendar year to:
 - a. review and update the ARB process, educational materials and application form
 - b. review the ARB applications, submitted by owners undertaking a renovation project, for compliance with the Marina San Pablo Condominium ARB standards.
 - c. write a recommendation to the BOARD based on the results of the ARB's review of the application
 - d. research and resolve owner and association responsibilities relating to maintenance and renovation.
5. Any issues that the ARB encounters that impede achieving its stated purpose and goal, will be brought before the BOARD for direction or additional action.
6. The ARB committee will post notices for all meetings except when personnel or an in-suit legal issue is the agenda. Minutes will be posted.

RESPONSIBILITIES:

The ARB responsibilities include:

1. Preparing ARB meeting notices for the property manager to post in designated areas.
2. Reviewing and updating the ARB process and procedures "handbook" to keep it relevant.
3. Researching changes to the Duval County Building codes annually to keep a minimum knowledge of the changes
4. Working with the property manager in researching inquiries relating to owner or association responsibility for property maintenance, repair or replacement in accordance with Florida Statute 718, Association Declarations, By-Laws, Rules and precedents.
5. Reviewing ARB applications and work with the property manager in pursuing missing information of incomplete applications.
6. Recommending the disposition of each application.
7. Communicating the Condominium Associations ARB standards and procedures regularly through coordination with the property manager: Email blasts, inclusion in new homeowner packages, inclusion in the newly formed Orientation Binder, MSP Website
8. Any other responsibilities appropriately assigned by the board.

AUTHORITY AND DUTIES:

1. The ARB works at the direction of the board to assist in managing the building safety and architectural aspects of the association to ensure safe, quiet and comfortable homes.
2. The property manager is responsible for following securing any additional information to complete applications that the ARB may tentatively-approve subject to the receipt of and/or closure of specified requirements.
3. The board has final approval authority regarding an ARB application.
4. The board holds the budget authority for any expenditures that may arise in the course of the ARB's work, for which the ARB would need to seek pre-approval.
5. Any compliance issues that may arise from an ARB and board-approved project, will be addressed via the Association's Covenant Enforcement Committee.

Approved by Board of Directors: Date: _____