

HICKORY HILL PLANTATION ARCHITECTURAL REVIEW COMMITTEE PROCEDURE AND RULES

Pursuant to Article I, Section 1 (a) of the Declaration of Covenants and Restrictions of Hickory Hill Plantation Community Association, there shall be a standing Architectural Review Committee (ARC) assigned to the Association by the Board of Directors. The ARC is a group of assigned members, whose function is to promote the harmony of the design and location of external structures, ensuring compatibility with existing surrounding structures and topography.

The following words and terms, when used in these ARC Procedures and Rules or in any supplemental ARC documentation (unless the context shall clearly indicate otherwise) shall have the same meanings as defined in Article I, Section 1 of the Declaration of Covenants and Restrictions of Hickory Hill Plantation Community Association.

ARTICLE I

DUTIES AND FUNCTIONS OF THE COMMITTEE

The purpose of the ARC is to encourage development that protects and enhances the value of all property within the Hickory Hill Plantation community. The ARC shall be assigned by the Board of Directors. The ARC will provide assistance in establishing and overseeing community standards and reviewing and deciding upon Owners' proposed changes via written "Applications for Approval". In effecting its duties and functions, the ARC shall:

1. Be composed of at least three (3) but no more than nine (9) members of the Association, other than officers. The ARC shall nominate and elect a Chairperson, Vice-Chairperson, and Secretary from amongst its members. For the purpose of voting, a quorum will consist of no less than three (3) members. In the event of an even number of votes, the Chairman will abstain from voting.
2. Present the names of the officers to the Board of Directors for final confirmation.
3. Prepare a roster showing names, addresses, and phone numbers of members and officers of the ARC. The Committee shall endeavor to keep the roster current.
4. File a copy of current roster with the Board of Directors and additional copies are to be made available to the members of the Association via the Association website.
5. Be aware of the overall architectural plan of the Association as set forth by the Articles of Incorporation, Bylaws, and Declaration of Covenants and Restrictions of Hickory Hill Plantation Community Association.
6. Interpret the standards in the event the standards may not be explicit in a given instance either in the Declaration of Covenants and Restrictions of Hickory Hill Plantation Community Association or in any guidelines set forth by the ARC.
7. Review all proposed construction, architectural, or major landscape changes to property (including Common Areas and elements) to ensure that such proposed

changes meet the intent of Hickory Hill Plantation architectural standards with respect to their impact on the aesthetic quality of the areas and adhere to the Declaration of Covenants and Restrictions of Hickory Hill Plantation Community Association, whether submitted by Owners, Committees, or the Board of Directors.

8. The Committee shall meet quarterly. In any case, shall meet as often as necessary to complete its duties, including reviewing and deciding upon proposed changes within thirty (30) days of an Owner's application; however, most applications will be reviewed and decided upon within seven (7) days.
9. Prepare and present to the Board of Directors comprehensive and complete minutes of all Committee meetings, with those minutes to be delivered to the Board of Directors within ten (10) days of any ARC meeting.
10. Committee Chairperson/Vice-Chairperson or his/her alternate shall attend any Board of Directors meeting when warranted.
11. All Committee members shall act with the best interest of the Owners and Association in mind.
12. All Committee members shall keep in mind they have been assigned to serve the community. When a Committee member, Committee member's relative, or Committee member's business partner, submits an application, the Committee member shall abstain from discussion and voting on his/her proposed change.
13. ALL ISSUES DISCUSSED ARE CONSIDERED CONFIDENTIAL AND ARE NOT TO BE DISCUSSED OUTSIDE THE REALM OF THE ARC MEETING(S).

ARTICLE II

DUTIES AND RESPONSIBILITIES OF OFFICERS

1. The ARC shall nominate and elect a Chairperson, Vice-Chairperson, and Secretary at the first Committee meeting immediately following the annual meeting of the members of the Association. All officers shall serve for a two (2) year term which shall expire at the close of the annual meeting of the members of the Association in the applicable year. No more than two (2) officers' terms should end in the same year to maintain continuity within the Committee.
2. The duties and responsibilities of the Chairperson, shall be as follows:
 - a. Designate the time and place of the meeting.
 - b. Call the meeting to order and conduct the meeting.
 - c. Act as a liaison between the Board of Directors and the ARC.
 - d. Be present at Board of Directors meetings when presence is warranted.
 - e. Forward all reviewed applications, recommendations, and such to the Board of Directors.
3. The duties and responsibilities of the Vice Chairperson shall be to assist the Chairperson in the performance of his/her duties, and in the event of absence or

incapacity of the Chairperson in the performance of his/her duties, is empowered to perform all duties and exercise all authority vested in the Chairperson.

4. The duties and responsibilities of the Secretary shall be as follow:
 - a. In the absence of the Chairpersons, shall designate the time and place of meetings.
 - b. In the absence of the Chairpersons, shall act as a liaison with the Board of Directors should her/his presence be warranted.
 - c. In the absence of the Chairpersons, shall be present at Board of Directors meetings, should a report of ARC activities be reported.
 - d. In the absence of the Chairpersons, shall forward all reviewed applications, recommendations, and such to the Board of Directors.
 - e. Take detailed minutes of all ARC meetings and share with the Board of Directors and make them available for posting to the Association website within ten (10) days of the ARC meeting.

ARTICLE III

GUIDELINES FOR JOINING AND SERVING ON THE COMMITTEE

1. An Association member in good standing who wishes to serve on the ARC shall notify the Board of Directors or the ARC either in person, or at a meeting.
2. The ARC shall submit the prospective Committee member's name with a recommendation to the Board of Director for final approval.

All ARC standing Committee members serve on a voluntary basis. No member, officer, or trustee of a standing Committee shall receive emolument or profit from their services to the Association except such reasonable compensation as may be determined by the Board of Directors.

Contractors or family member of contractors may not sit on a Committee responsible for oversight of the contractors' performance. Further, relationships (personal or familial) between Association contractors and elected or appointed Association representatives are prohibited in order to avoid the potential of a conflict of interest.

Hereby accepted by the Board of Directors of Hickory Hill Plantation.

Architectural Review Committee Chair

Secretary Board of Directors

Date

Date

**HICKORY HILL PLANTATION
ARCHITECTURAL REVIEW COMMITTEE**

APPLICATION FOR APPROVAL

PROCEDURES

Pursuant to Article II, Section 3 (a) (2) of the Declaration of Covenants and Restrictions of Hickory Hill Plantation Community Association, no building, wall, fence, storage shed, children's playhouse, pool house or cabana, above ground swimming pool, or other structure shall be commenced, erected, or maintained upon Lots in the Community, nor shall any exterior addition to any existing structure or structure change or alteration herein, be made until the plans and specifications therefor showing the nature, kind, shape, height, materials, and location of the same, have been submitted to and approved in writing by the Hickory Hill Plantation Architectural Review Committee (ARC), as to compliance with the Declaration of Covenants and Restrictions of Hickory Hill Plantation Community Association and to the harmony and compatibility of the external design and location with surrounding structures and topography.

An "Application for Approval" is required to be completed in full and submitted with required exhibits and supporting documents for all construction, architectural, and major landscape changes. ARC approval and the appropriate governmental agency building permits are required to be properly posted on site prior to the commencement of any construction.

Complete, sign, and submit the Application for Approval to the ARC prior the desired start date of the proposed change or construction (a 30-day minimum is recommended).

After ARC review, the Owner will be contacted by the ARC regarding the status of the application. If the application is approved, an ARC Certificate of Plan Acceptance will be issued. A Certificate of Plan Acceptance must be issued prior to commencement of any clearing, material delivery, or construction. On occasion, inspection of the proposed project site may be required. Prior to any requested inspection, the proposed project site should be marked with string, flags, or turf marking paint (as applicable).

The construction, architectural, or major landscape change must be completed in accordance with the plans as approved by the ARC. Any changes to an application or propose change after initial approval by the ARC, must be submitted and approved prior to any construction of those changes. Please follow the same procedures to submit an additional application.

When the work is complete, the ARC may complete a final inspection. Any work completed that is not compliant with the plans as approved by the ARC, will be subject to enforcement by Hickory Hill Plantation Community Association as outlined in the Amended Declaration of Covenants and Restrictions of Hickory Hill Plantation Community Association.

Should you have any questions regarding the application process or if you are unsure as to whether you are required to complete an application, please reach out to the ARC. The ARC works hand-in-hand with Owners to make sure all property changes and enhancements adhere to the Declaration of Covenants and Restrictions of Hickory Hill Plantation Community Association and are harmonious, compatible, and protect or increase the value of all property within the Hickory Hill Plantation Community.