

## **Architectural Advisory Committee to Ocean Beach Club One, Board of Directors**

### **Purpose**

The Ocean Beach Club One (OBC1) Architectural Advisory Committee (AAC) was established by the Board of Directors (BOD) to preserve the architectural integrity of the OBC1 buildings and property with the intent to maintain architectural consistency when an owner wishes to make modifications or changes to his or her unit.

### **The Committee**

The AAC is a committee of the BOD and shall consist of two people from the current board and one non-board member who is an OBC1 Condominium Owner in good standing. The board may appoint additional members to the committee at any time. The AAC will meet from time to time as needed to consider applications for changes by unit Owners. The AAC membership may change at any time by BOD vote and approval. Membership on the AAC shall be for one year and is renewable by BOD vote without restriction as to the number of terms as long as each AAC member is in good standing.

The AAC as an authorized committee of the BOD receives the same indemnifications as the full BOD. Further, approval of work to be done by an individual owner does not imply any responsibility or liability of the AAC or the BOD. All work is the full responsibility of the owner, as well as all future maintenance to include all cost of exterior paint and/or repairs, including insuring that the work complies with the approved request, in accordance with the OBC1 Declaration of Condominium and Bylaws.

### **Function of the AAC**

No material construction, addition or alteration to an Owner's unit or to any common area may be made without permission from the BOD, as directed by the AAC. Any such activity preformed without prior approval is subject to recourse by the BOD as set forth in this document and as permitted by the Association's Declaration and By-Laws.

The AAC shall receive and consider any written request for proposed construction, addition or alteration desired by an Owner. A form for Application has been created and is available from the OBC1 website at [www.oceanbeachclubone.com](http://www.oceanbeachclubone.com) under the "Documents" tab. The AAC will advise the Applicant as to whether their Application abides by the Rules & Regulations, Covenants and By-Laws, or whether a request involving a variance of existing architecture may be approved. The AAC may not advise against the Applicant for reasons other than to maintain architectural consistency and integrity as defined herein.

Any AAC member may receive a request and shall notify the other members of a submitted request within five (5) business days. The AAC members may meet or otherwise communicate adequately to make a reasoned decision. The AAC recommendations to the BOD will be made in writing within ten (10) business days of receiving the request unless further information is required to make a reasoned decision.

### **Key Definitions**

**Architectural Integrity** – the probity or wholeness of design and style of the building's architecture and surrounding landscaping which maintains said design and style throughout the Condominium complex.

**Architectural Consistency** – the coherent and harmonious application of modifications or alterations such that modifications or alterations are consistent with what is already established.

**Typical Areas Requiring AAC Approval (non-inclusive)**

- Additions to the existing structure(s)
- Exterior building elements such as doors and screens, exterior lighting, decorations or other such modifications or alterations to or applied to the exterior of the buildings
- Decking changes which radically alter the open design originally built. While enclosures and other changes which have been made prior to the AAC being formed are grandfathered, all subsequent modifications must be reviewed and approved by the AAC
- Addition or replacement of hurricane shutters
- New windows or doors where none existed before
- Replacement windows or doors other than what is already installed, especially if different in dimension or color
- Additions or changes to the grounds of any kind including decorations visible to those other than the Owner

**Procedures for Application and Review**

1. An Owner shall submit a written request to the AAC and shall include at a minimum a description of the work to be done and any applicable drawings, pictures and/or sketches of the proposed changes.
2. The AAC shall consider the application in a timely fashion as described above and render a written response to the BOD either indicating compliance and authorization to proceed or indicating non-compliance and a recommendation to deny the Application and describing the reason for non-compliance. The BOD will notify the Owner of their decision to approve or deny their Application forthwith.
3. If the BOD rules against the Applicant to proceed, the Owner has 30-days to appeal to the BOD in writing, at which time the Application would be reviewed and a final decision delivered.
4. A copy of the application and other reports shall be retained in AAC files maintained as required by the BOD as a permanent record and shall be noted and entered into BOD meeting minutes at the next BOD meeting.