

KING CITY CIVIC ASSOCIATION
LANDSCAPE ARCHITECTURAL REVIEW COMMITTEE CHARTER (LARC)

Purpose:

The LARC Committee is a standing Board committee that reports to the KCCA Board of Directors.

The Committee processes Architectural / Landscape Change Requests submitted by residents for the exterior of their residence to:

- Ensure the consistency of landscape, architectural design and appearance throughout the Association
- Provide direction to homeowners on how to keep their property well maintained, and to ensure consistent application of rules in order to maintain an attractive and desirable community appearance
- Protect property values through uniform standards of quality and consistency

Responsibilities:

1. LARC is responsible for following appropriate laws and KCCA's governing documents including but not limited to KCCA Resolution 2012-310 "Committees Serving the Board of Directors".
2. As Change Requests are received, the Committee Chair reviews each request to ensure compliance with the LARC Manual, KCCA CC&R's and Resolutions then disburses the Change Requests to members of the Committee by assigned territory. The Committee Chair or assigned Committee Member will meet with the resident and either approve or reject the Change Request as submitted. When the approved work is completed, the resident is required to call the Committee Member so he/she can review and sign off that the work was completed according to the Change Request submitted. Completed Change Requests are kept in the Member file at the Club House office.
3. Enforce restrictions on the use of outbuildings and similar structures, animals and pets, signs, nuisances, and garbage cans.
4. Provide notice to the Board of Directors of any change violating KCCA restrictions.
5. Periodically prepare educational articles for the KCCA Newsletter, relative to LARC.

Membership:

1. As a standing committee, the LARC Committee will be chaired by a Board Director. The Director shall recommend members to serve on the committee.
2. The KCCA Board Director chairing the LARC Committee will act as liaison between the Board, Administration, and the committee.
3. The committee members must be approved by the Board annually.
4. The LARC Committee shall consist of no more than two (2) Board Directors and not fewer than five (5) or a maximum number of resident-members as defined by the needs of the Committee.
5. The Committee Chair shall appoint a vice-chair who will serve when the Chair is not available and a secretary who will record and submit minutes of meetings.
6. All committee resident-members can cast votes on committee matters.
7. Committee members can serve consecutive terms.

Meetings:

1. Meetings will be held twice a month on a regular schedule or more frequently if necessary, to carry out its obligations. Committee Members are expected to attend meetings regularly.
2. Committee meetings will be held in KCCA public rooms and be open to KCCA members.

3. The Chair of the LARC Committee shall report committee findings and recommendations to the KCCA Board monthly and will provide to the KCCA Administrator copies of the most recent meeting minutes that can be accessed by Board Directors and KCCA resident-members on the KCCA website, www.mykcca.com.
4. Minutes to be recorded and reports generated as shown under Minutes and Reports.

Minutes and Reports:

1. The committee secretary will prepare minutes of the meeting and submit them to the Association Office within 3 business days following each meeting (see 2. Below).
2. Committee minutes must be approved by the committee Chair or Vice-Chair and clearly labeled "Approved" before submission to the Office for posting on the website and Clubhouse bulletin board.
3. The LARC committee Chair has the options of providing a written report to the Board and/or reporting verbally on committee activities at a Board meeting. Recommendations and findings that require Board action must be provided to Board members in writing, along with the facts and rationale related to the proposed action, prior to the Board meeting.
4. Areas of potential LARC Chair report to KCCA Board of Directors:
 - a. Number of Change Requests received during the previous month
 - b. What is working/not working for resident members submitting Change Requests
 - c. LARC compliance issues needing Board action

The KCCA LARC Charter is hereby accepted by the Board of Directors December 12, 2019.