

Valmont Park Homeowners Association
Architectural Control Committee
Operational Guidelines

1. Each member of the Architectural Control Committee has been elected by a majority of the homeowners of the lots within the Valmont Park Homeowners Association.
2. All of the elected members of the Architectural Control Committee shall have their names duly recorded with the Snohomish County Recorder and with such record they will become the reconstituted Valmont Park Homeowners Association Architectural Control Committee.
3. Each elected member of the Architectural Control Committee shall remain as a member of this committee as long as he/she is a member in good standing of the Valmont Park Homeowners Association or until such time as he/she is no longer able to serve on the committee.
4. The Architectural Control Committee will elect a Chairman/Chairwomen and a Secretary. Each of these positions will serve for one year from the date of election. Thereafter the committee shall have another election on succeeding anniversaries.
5. Architectural Control Committee meetings will be held on an "as needed" basis to conduct the business of the Architectural Control Committee as specified in the Covenants, Conditions, and Restrictions Articles VII and VIII. Committee meetings shall be called and conducted by the chairman/chairwomen.
6. All decisions reached and actions taken the Architectural Control Committee shall be recorded by the committee Secretary within the minutes of the meeting. Periodically, (at least annually) a copy of the minutes will be presented to the Secretary of the Board of Directors for inclusion in the permanent records of the Association.
7. All requests, notices, and submittals to the Architectural Control Committee from homeowners should be in writing. All decisions, responses, and approvals of the Architectural Control Committee should also be in writing. These communications should become part of the minutes of the business of the Architectural Control Committee and as such will become part of the permanent records of the Association.