

**Fairbourne Condominium Association
Kings Point
Sun City Center, FL 33573**

**Rules Sub-Committee Charter
Architectural Guidelines**

June 20, 2009

Overall role and Responsibility

- The general mandate, of the Committee, is to review and propose a set of architectural guidelines for the Fairbourne Association. These guidelines will describe the standards, which all unit owners will observe, when considering an alteration or modification to their unit.
- These guidelines will address all aspects of construction and modification to the exterior of the units, as well as, landscape and ornamentation around each unit.
- Examine and optimize the process for ongoing review and approval of these guidelines.
- These guidelines will be included in the Fairbourne Association rules and regulations.

Composition

- One member of the Board of Directors.
- Two Unit Owners.
- A Sterling Management representative, who will assure, that the guidelines are properly implemented and enforced.

Specific Duties

- Director will assure adequate membership.
- Working meetings of the Committee are not required to be posted.
- Director will report progress to the Board via email to an open meeting in October.
- Obtain examples of guidelines from other associations across Kings Point.
- Review all examples and determine which guidelines are appropriate for Fairbourne.
- Develop a new set of guidelines for Fairbourne Association.
- Develop the implementation recommendations.
- Optimize the review and approval process for alterations/modifications.
- A draft copy of the guidelines should be posted and mailed to all Unit Owners prior to the scheduled review meeting.
- Schedule an open meeting to review the guidelines with all Unit Owners.
- Schedule a slot on the BOD agenda to officially accept the new guidelines.