

ARROWHEAD WOODS ARCHITECTURAL COMMITTEE, INC
a California Non-profit Public Benefit Corporation

BOARD OF DIRECTORS ANNUAL MEETING

The regular annual meeting of the Board of Directors of the Arrowhead Woods Architectural Committee was held on May 13, 2021 at the LACSD Board Room in Blue Jay, California.

Rich Scott, President of the Committee presided at the meeting.

Attendees:

Rich Scott, President	Jacki Stanfield
Crystal Upton, Vice President	Allison Banner
Stacey Lippert, Secretary/Treasurer	Jim Taylor

President Scott called the meeting to order at 8:36 am.

Nomination of Officers – 2021/2022 Fiscal Year

Mr. Taylor moved [2nd Ms. Banner] to nominate the existing officers. There were no further nominations. **Motion Carried.**

Draft Budget 2021/2022 Fiscal Year


The Committee reviewed the draft budget, which is attached.

Mr. Taylor moved [2nd Mrs. Stanfield] to approve the budget as submitted. **Motion Carried**

Bylaw Amendments

The Committee reviewed Bylaw amendments to include sections for Property Modification (Section X) and Property Care and Maintenance (Section XI) along with minor grammatical and other changes. The Committee made changes to the draft. Ms. Banner moved [2nd Mr. Taylor] to approve and accept the Bylaws as amended. These Bylaws are attached to the minutes. **Motion Carried.**

There being no further business, the meeting was adjourned.


Minutes prepared by Stacey Lippert

Draft Budget Fiscal Year 2021/2022

Income	Actual 2018/2019	Actual 2019/2020	Actual 2020/2021	Draft 2021/2022
Additions	13,600.00	16,600.00	17,139.25	17,000.00
Construction Deposit		29,725.00	37,000.00	33,000.00
Damage Assess - Non				
Compliance	550.00	-	225.00	10,000.00
Decks	10,000.00	13,100.00	21,850.00	21,000.00
Fences	11,025.00	8,700.00	13,300.00	13,000.00
Inspection & Reinspect	400.00	900.00	225.00	1,000.00
Misc.	10,925.00	5,050.00	11,325.00	11,000.00
New Home	29,000.00	29,200.00	51,829.25	45,000.00
Outbuilding	1,800.00	3,000.00	5,700.00	5,000.00
Paint	4,650.00	5,150.00	10,060.00	10,000.00
Retaining wall	9,800.00	3,400.00	10,400.00	8,000.00
Roof	2,750.00	3,150.00	3,675.00	3,600.00
Siding			1,150.00	1,000.00
Tree Damage	11,500.00	-	15,000.00	4,000.00
Tree Permit	13,820.00	15,050.00	21,145.00	21,000.00
Total Income	153,320.00	139,350.00	220,023.50	203,600.00
Expense				
Executive Director	72,352.00	76,100.00	73,800.00	79,352.00
Other Admin	556.00	602.00	755.00	1,500.00
Bank Service Fees	25.00	(1.00)	11.00	168.00
Alarm	433.34	496.16	571.16	600.00
Community Improvement				5,000.00
Computer Repair/Service	-	100.00	-	500.00
Construction Dep Ref		10,800.00	10,000.00	18,000.00
Dues & Subscriptions	242.99	269.99	333.74	350.00
Filing Fees	80.00	75.00	40.00	80.00
Inspection Fees	18,735.00	18,660.00	23,830.00	30,000.00
Car Allowance	2,400.00	2,400.00	2,400.00	3,600.00
Insurance Expense	5,553.08	6,790.45	25,515.22	26,000.00
Marketing & Advertising	3,150.00	2,700.50	2,609.00	3,000.00
Meetings/Board exp	1,534.06	1,504.19	542.67	1,600.00
Office Equipment	1,378.97	-	-	1,000.00
Office Supplies	1,854.31	1,566.11	1,993.08	1,900.00
Payroll Taxes	5,095.34	1,305.20	5,618.20	6,000.00
Postage & Delivery	369.50	473.78	863.25	1,000.00
Printing & Reproduction	371.37	21.01	881.40	500.00
Accounting	650.00	690.00	750.00	750.00
Legal	21,715.37	6,495.85	35,509.83	10,000.00
Rent - Office Storage	8,471.00	8,960.00	9,284.00	9,700.00
Telephone/Internet	2,072.31	2,151.81	2,269.37	2,500.00
Website	315.00	325.00	365.00	500.00
Total Expenses	147,354.64	142,486.05	197,941.92	203,600.00
Net Income	5,965.36	(3,136.05)	22,081.58	-

**BYLAWS OF
ARROWHEAD WOODS ARCHITECTURAL COMMITTEE, INC.
A California Nonprofit Public Benefit Corporation**

**ARTICLE I
NAME**

The name of this corporation is ARROWHEAD WOODS ARCHITECTURAL COMMITTEE, INC.

**ARTICLE II
OFFICES OF THE CORPORATION**

The principal office for the transaction of affairs and business is 318 S. State Hwy 173, Suite C, P.O. Box 2026, Lake Arrowhead, San Bernardino County, California, 92352. The board of directors of the corporation may change the principal office from one location to another. Any change in location of the principal office shall be noted by the secretary on these bylaws, or this section may be amended to state the new location.

**ARTICLE III
PURPOSE OF THE CORPORATION**

The corporation was formed to preserve and protect the interest of property owners at Lake Arrowhead in that area commonly referred to as Arrowhead Woods. To preserve and protect that portion of the Covenants, Conditions and Restrictions (CC&Rs) for having to do with new construction, remodeling, outbuildings, fences or other structures, trees, and all of the roots, branches and parts thereof, and other matters referred to in the CC&Rs.

ARTICLE IV DIRECTORS OF THE CORPORATION

Section 1. General Corporate Powers

Subject to the provisions and limitations of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, and subject to any limitations in the articles of incorporation and bylaws regarding actions that require approval of the directors, the corporation's activities and affairs shall be managed, and all corporate powers shall be exercised, by and under the board's direction.

Section 2. Number and Qualifications

The corporation shall consist of at least seven, but no more than nine members of the board of directors all willing to conform to the bylaws of this corporation and dedicated to the purpose of this corporation.

Section 3. Selection of Board of Directors

Prospective directors shall submit to the secretary a written request detailing their interest to serve. The current sitting directors shall review requests and conduct a personal interview. A majority vote by the then sitting directors shall constitute approval.

Section 4. Vacancies on the Board of Directors of the Corporation

A vacancy on the board shall exist on the occurrence of the following (a) death or resignation of any director, (b) vote by the majority of the board of directors to remove any director of the corporation for reasons given in Section 6, at a regular meeting.

Section 5. Resignations

Any director of the corporation may resign by giving written notice to the President, or to the secretary.

Section 6. Termination of a Board of Director of the Corporation

Any member of the board of directors of the corporation may be terminated who has failed to observe the rules of conduct of the corporation or has engaged in conduct materially and seriously prejudicial to the purposes and interest of the corporation or has missed an excessive number of meetings without an excuse.

ARTICLE V
MEETING OF THE BOARD OF DIRECTORS OF THE CORPORATION

Section 1. Annual Meetings of the Board of Directors of the Corporation

The annual meeting of the corporation shall be held within forty-five days of the end of fiscal year. The specific date, time and location shall be designated by the board of directors. At this meeting officers will be elected, and any other proper business may be transacted.

Section 2. Special Meeting of the Board of Directors of the Corporation

A special meeting of the corporation may be called at any time by the President or any board of director of the corporation.

Section 3. Regular Meetings of the Board of Directors of the Corporation

Regular meeting of the board of directors of the corporation shall be held the second and fourth Thursday of each calendar month preceding the meeting of the Arrowhead Woods Architectural Committee, except November and December which will only meet on the second Thursday of the month.

Section 4. Notice of Meetings

Notice of special and annual meetings shall be in writing to the board of directors of the corporation and shall be given at least ten days before the meeting date. The notice shall specify the place, date and hour of the meeting, and shall give the general nature of the business to be transacted.

ARTICLE VI
VOTING

Section 1. Quorum

Four directors shall constitute a quorum for the transaction of business at any meeting of the board of directors of the corporation.

Section 2. Eligibility to Vote

Each board of director shall be entitled to one vote on each matter submitted to a vote.

Section 3. Manner of Casting Votes

Voting may be by voice or ballot, except that any election of directors must be by ballot.

Section 4. Approval by Majority Vote

The affirmative vote of the majority of the voting directors shall constitute approval.

ARTICLE VII OFFICERS OF THE CORPORATION

Section 1. Officers of the Corporation shall be as follow.

- President
- Vice President
- Secretary/Treasurer

Section 2. Selection of corporate officers.

Officers shall be elected by the majority of the then sitting board of directors at the annual meeting of the corporation and shall serve at the pleasure of the board of directors of the corporation.

Section 3. Vacancies in office.

Any officer may resign at any time by giving written notice to the corporation. A vacancy in any office because of death, resignation or any other cause shall be filled in the manner prescribed in the selection of officers.

ARTICLE VIII DUTIES OF OFFICERS OF THE CORPORATION

Section 1. President

The president shall preside over all meetings of the board of directors. The president shall have such other powers and duties as the board or bylaws may prescribe. The president will act as chairperson of the Arrowhead Woods Architectural Committee.

Section 2. Vice-President

In the absence of the president, the vice president shall perform all duties of the president. The vice president shall have such other powers and duties as the board or bylaws may prescribe.

Section 3. Secretary/Treasurer

The secretary/treasurer shall keep at the corporation's principal office, a book of minutes of all meetings, proceedings, and actions of the board of directors of the corporation, and committees of the board. The secretary/treasurer shall keep at the principal office, a copy of the articles of incorporation and bylaws. The secretary/treasurer shall keep and maintain adequate and correct books and accounts of the corporation, shall deposit all monies in the name and to the credit of the corporation, shall disburse the corporation's funds as the board may order, shall give the board an accounting of all transactions and the financial condition of the corporation. The secretary/treasurer shall have such other powers and duties as the board or bylaws may prescribe.

ARTICLE IX
COMMITTEE OF THE CORPORATION

Section 1. Name of the Committee

The Committee shall be known as the Arrowhead Woods Architectural Committee commonly referred to as A.W.A.C.

Section 2. Purpose of the Committee

The Arrowhead Woods Architectural Committee functions to uphold the purposes of the Arrowhead Woods Architectural Committee, Inc. and is empowered to act in matters relating to all manner of construction and the trees, roots, branches and parts thereof, and other matters referred to in the Covenants, Conditions and Restrictions (CC&Rs) established for Arrowhead Woods.

Section 3. Members of the Committee

The members of the committee will be comprised of members of the Arrowhead Woods Architectural Committee, Inc. board of directors.

Section 4. Chairperson and Duties of the Chairperson

The chairman shall be the current president of the board of directors of the corporation. In the absence of the president the duty shall be assumed by the vice-president. The chairperson shall have a vote.

Section 5. Plan and Application Submittal

Property owners or their agents shall submit the required applications, plans and fees eight (8) days prior to the schedule meeting for their item to be placed on the agenda.

Section 6. Meetings of the Arrowhead Woods Architectural Committee

The Committee shall hold meetings on the second and fourth Thursday of each calendar month (except November and December – meeting will be on the second Thursday only) at 9:00 a.m. at the meeting room of Fire Station 91, Lake Arrowhead, California, San Bernardino County for the purposes of reviewing construction plans placed on the agenda, and other related business to come before the Committee. If Fire Station 91 is not available, a location to be determined will be used to accommodate the meeting for that date.

Section 7. Meeting Agenda

The agenda will be prepared by the secretary and provided to members of the Committee five days before the scheduled meeting.

Section 8. Meeting Procedure

1. Review Procedures

The committee will review each set of plans using due caution and care to consider the needs of the property owner, and the construction standards for Arrowhead Woods as set forth in the CC&Rs.

2. Voting Procedures

A. *After review and discussion by committee members. A motion shall be made and seconded for action on the plans as submitted for approval, conditional approval, or rejection. The chairperson calls for a vote. Affirmation is by a majority voice vote of voting members.*

- B. Minutes of each action shall be taken by the recording secretary and made a part of the committee's records.

Section 9. Notification of Property Owner or Their Agent

Following each meeting the recording secretary will notify the property owner or their agent in writing of the decision of the committee.

ARTICLE X PROPERTY MODIFICATIONS

The developers recorded Covenants, Conditions and Restrictions (CC&Rs) for properties within a particular tract. Thus, no single declaration applies to all properties in Arrowhead Woods. CC&Rs are filed, become part of the county records, and establish restrictions on properties within the tract. These may include building setbacks, minimum house size, utility easements, private road easements, and other restrictions intended to prevent unattractive dwellings or offensive conditions which might diminish the value of properties within the tract. All exterior modifications, including but not limited to, new houses, additions, remodels, carports, garages, fences, sheds, gazebos, hardscape, retaining walls, decks, stairs, painting, roofing, solar panels and tree trimming or removal require PRIOR approval from AWAC.

The uniqueness of the area can be contributed to the original developers and early CC&Rs recorded on properties within Arrowhead Woods. These CC&Rs described permissible site development, architectural standards, building size and provided for enforcement by an architectural committee. AWAC holds this legacy of the responsibility and authority and has developed Construction Guidelines to ensure conformity and set standards which make our community more desirable than neighboring areas. It is for this reason that it is imperative that all property owners follow the procedures set forth for property modifications.

Section 1. Property Modifications

All exterior modifications require prior approval by the Architectural Committee to ensure compliance to the standards for construction and guidelines for our area. Property owners, or their agents, must provide the required applications, plans, drawings, etc. and applicable fees at least eight (8) days prior to the scheduled meeting to be included on the Committee agenda. Permit fees are subject to change by the then seated Committee and based on budgetary requirements.

Applications for painting and roofing are typically reviewed in the office and do not require Committee review provided the color and/or material has been regularly approved in the area.

Section 2. Unauthorized Property Modifications

Property owners who fail to obtain approval prior to construction, painting, roofing, fencing, and any other modifications will be subject to damage assessments and other costs incurred by the Architectural Committee for non-compliance which will be in addition to the applicable permit fee.

Section 3. Hearing for Non-Compliance

The owner of said property will be given at least (15) fifteen days written notice of (i) the hearing date set for consideration by AWAC of imposing damage assessments for non-compliance. The owner or counsel for the owner may appear at said hearing and provide a defense and/or evidence regarding the matters resulting in the notice of the hearing.

Section 4. Damage Assessments and Costs Associated with Non-Compliance.

1. New Construction	\$50,000
2. Additions	\$25,000
3. Build-up Conversions	\$5,000
4. Carports	\$15,000
5. Decks	\$15,000
6. Fences	\$15,000
7. Hardscape	\$15,000
8. Outbuilding	\$15,000
9. Painting	\$25,000
10. Retaining Walls	\$25,000
11. Roofing	\$25,000
12. Siding	\$25,000
13. Solar Panels	\$10,000
14. Stairs	\$10,000
15. Windows/Doors	\$5,000

The Committee reserves the right to lower these amounts based on circumstances and willingness to correct and rectify the situation and bring the project into compliance.

Section 4. Expenditure for Damage Assessments and Fees Recovered

1. Correction and mitigation of modification.
2. Education for property owners in the tract to avoid additional non-compliance.
3. Protection and enforcement of CC&Rs in Arrowhead Woods
4. Reimbursement to committee for costs incurred.

ARTICLE XI PROPERTY CARE AND MAINTENANCE

Properties within Arrowhead Woods are in a high fire danger area. It is imperative that property owners in Arrowhead Woods keep lots free and clear of all weeds and rubbish and do all other things necessary or desirable to keep the premises neat and in good order. Rubbish and weeds create visual blight which detracts from the desirability and value of properties within Arrowhead Woods. Property owners that are in non-compliance of CC&Rs regarding the care and maintenance of their property, will be issued a Notice of Violation. The violation must be remedied within fifteen (15) days of the violation. Damage assessments, costs, and/or reinspection fees will be assessed for failure to remedy the situation.

First Notice of Violation	\$200
Second Notice of Violation	\$500

Section 1. Hearing for Non-Compliance

The owner of said property will be given at least (15) fifteen days written notice of the hearing date set for consideration by AWAC of imposing additional damage assessment and fees for non-compliance. The owner or counsel for the owner may appear at said hearing and provide a defense and/or evidence regarding the matters resulting in the notice of the hearing.

Section 2. Damage Assessments and Costs Associated with Non-Compliance.

Owners who fail to remedy the situation after the second notice (30) days from the first notice, will be referred to our legal counsel for court proceedings to obtain compliance. In addition, the property owner will be subject to a \$750 damage assessment and daily non-compliance fees of up to \$100 per day.

Section 4. Expenditure for Damage Assessments and Fees Recovered

1. Correction and mitigation of the conditions.
2. Coordination of neighborhood clean-up projects, specifically for the tract for which the violation occurred.
3. Education for property owners in the tract to avoid additional non-compliance.
4. Protection and enforcement of CC&Rs in Arrowhead Woods
5. Reimbursement to committee for costs incurred.

ARTICLE XII TREES

Trees are a vital part of the flora, fauna, and beauty of the Arrowhead Woods area. Trees provide shelter and food for wildlife, including, insects, birds and mammals. Trees provide shade, oxygen, conserve energy, and help to prevent water pollution and soil erosion. Trees muffle sounds, mask unsightly views, absorb dust and wind, and reduces glare and UV-B exposure. Trees increase property values. It is for these reasons that AWAC is committed to preserving the forest of Arrowhead Woods.

Subject to the provisions of the Covenants, Conditions & Restrictions (CC&Rs) and the Corporation Quitclaim Deed, prior consent of the committee is required before property owners remove, prune, shape or in any way alter trees within Arrowhead Woods. The committee may impose a damage assessment for any unapproved removal, pruning, shaping or in any way altering trees within Arrowhead Woods.

Due to the wide variety of trees, location, conditions and other mitigating factors, determining a damage assessment for unapproved tree trimming or removal may be difficult to assess. Therefore, the following procedure is implemented to calculate the damage assessment in a fair and reasonable manner giving the property owner every opportunity to defend their actions.

Section 1. Hearing

The owner of said property will be given at least (15) fifteen days written notice of (i) the hearing date set for consideration by AWAC of imposing a damage assessment and (ii) reasons therefor. The owner or counsel for the owner may appear at said hearing and provide a defense and/or evidence regarding the matters resulting in the notice of the hearing.

Section 2. Damage Assessment

The following guidelines are established for damages assessed for trees which have been removed, pruned, shaped or in any way altered without prior consent. The following amounts are the maximum amount that can be imposed. The committee may impose a lesser assessment taking into consideration the health of the tree, the location, hazards presented by the tree, requirements or recommendations by insurance carriers and/or government entities, in writing, and defense and/or evidence provided by the owner.

1. Unauthorized Tree Removal

The diameter of the tree is measured at 4 ½ feet above the ground from the lowest point of the exposed trunk. In instances where the tree has been removed completely, the diameter of the remaining stump will be used to determine the size.

<u>Size in Diameter</u>	<u>Amount Per Tree</u>
6 to 12 inches	\$5,000
13 to 24 inches	\$10,000
25 inches or more	\$20,000

Assessed Damages will be doubled for any tree removed to enhance or create a lake view.

2. Trees pruned, shaped or in any way altered without AWAC approval.

Assessed damages will be calculated by the number of branches pruned, shaped or altered on a per branch basis. The tree will be assessed for the number of branches removed and an assessed damage will be given to each branch as follows:

\$100 per branch or
\$500 per branch if the pruning, shaping or altering was done to enhance or create a lake view.

Section 3. Expenditure for Damages Recovered

6. Expended for restoration of trees on the specific property if possible.
7. Education, reforestation and forest protection of the forest in the tract where the damage occurred.
8. Protection of forest in Arrowhead Woods
9. Reimbursement to committee for costs incurred.

ARTICLE XIII
MISCELLANEOUS

Section 1. Fiscal year

The fiscal year of this corporation shall end on April thirtieth.

Section 2. Indemnification

To the fullest extent permitted by law and the California Corporations Code, this corporation shall indemnify its directors, officers and employees.

Section 3. Insurance

The corporation shall purchase and maintain insurance to the full extent permitted by law on behalf of its directors, officers, and employees against any liability asserted against or incurred in such capacity.

Section 4. Books and Record

A. The corporation shall keep

1. Adequate and correct books and records of account.
2. Minutes of all meetings.

Section 5. Inspection by Directors

Any director of the corporation shall have the right to inspect the corporation's books, records, or any other documents of the corporation.

Section 6. Annual Report

An annual report shall be prepared and distributed to the board of directors of the corporation within forty-five days of the end of the fiscal year. This report shall contain a balance sheet, and an income and expense statement. The annual report shall be prepared and distributed to all board of directors of the corporation ten days prior to the annual meeting.

Section 7. Bylaws

New bylaws may be adopted, or these bylaws may be amended or repealed by approval of the majority of the then sitting board of directors of the Corporation. The original shall be maintained and open to inspection at the principal office.

CERTIFICATION OF SECRETARY

I certify that I am the duly elected and acting Secretary of Arrowhead Woods Architectural Committee, Inc., a California nonprofit mutual benefit corporation, that the above bylaws consisting of 13 pages, are the bylaws of this corporation as amended by the board of directors on May 13, 2021.

Executed on May 13, 2021 at Blue Jay California

By:



Stacey Lippert, Secretary of the Corporation