



COURTYARD AT THE GROVE MAINTENANCE ASSOCIATION

ARC COMMITTEE

Mission Statement:

The Courtyard Architectural Review Committee (ARC) reviews exterior changes to homes within our community. The primary purpose of the ARC is to regulate and review all architectural changes, including cable installation, paint, security cameras, and patio screening.

Membership:

Jennifer Brooks, Chair	(305) 790-0136	PRESIDENT.COURTYARD@GMAIL.COM
Catherine Kalessis, Co- Chair	(415) 902-1993	SECRETARY.COURTYARD@GMAIL.COM
Karen Steinberg, committee member	(954)-873-2366	MRSKAREN@AOL.COM
Wenbin Zhang, committee member	(202) 817 7155	WENBINZHANG2008@GMAIL.COM
Samantha Basden, committee member	(954)-663-3502	SAMSBASDEN@GMAIL.COM

Authority: The committee reviews ARC requests when made and recommends approvals or denials to the BOD. The committee confirms that installations including cable installations are completed in compliance with the approval. The Committee makes recommendations for improvements to common areas.

Responsibilities: MAKE REPORTS AND RECOMMENDATIONS TO THE BOARD REGARDING SPECIAL ARC REQUESTS OF OWNERS AND RESIDENTS

The committee must report to the board at least every two months.

Meetings: The committee meets at least every three months. Both online and offline formats are allowed. The chairman of the committee can invite any board member to the meeting, though they won't have voting power.

Board Secretary

Jennifer Brooks

Board President

DATED: 12-4-2024