

ARCHITECTURAL COMMITTEE
Mi Casa del Mar – Norte Akumal

1. *Committee Members.* The Architectural Committee shall consist of three (3) members of the Homeowners Association appointed at the annual meeting of the Homeowners Association. The Homeowners Association shall designate each of the Committee Members to serve as either the Chairperson, Vice Chairperson, or Secretary.
2. *Meetings.* The Architectural Committee shall meet from time to time as necessary to perform its duties hereunder. Meetings may be held by telephone, email, or other electronic means. The participation of any three (3) members of the Architectural Committee shall constitute a quorum. The vote or written consent of any three (3) members shall constitute an act by the Architectural Committee. The Architectural Committee shall keep and maintain written minutes of all its meetings which shall be provided to the Vigilance Committee.
3. *Architectural Guidelines and Standards.* The Architectural Committee shall develop and Architectural Guidelines and Standards which shall include provisions that no subsequent improvements on the property may negatively impact the views, privacy, and security of any individual unit, or the structural integrity of the condominium building. These Architectural Guidelines and Standards shall be distributed to all Homeowners. The Architectural Committee shall review these guidelines and standards annually. Existing improvements other than those already cited by the Vigilance Committee as being in violation of the overall character of the condominium building shall be deemed in conformance with any subsequently adopted standards.
4. *Approval Required.* Any Owner who proposes to make alterations to the character of their unit which is visible from the exterior of the unit shall submit a complete set of design plans to the Architectural Committee for its review and approval prior to any construction as to conformity with the Architectural Guidelines and Standards.
5. *Procedure.* Within thirty (30) days after submittal of design plans the Architectural Committee shall schedule a meeting with the Owner during which the proposal will be discussed and evaluate for conformity with the approved Architectural Guidelines and Standards. At the conclusion of the meeting the Architectural Committee shall take a vote to approve the design plans. A vote to deny the design plans shall be accompanied by a list of items to be addressed prior to approval. A vote to deny can be appealed to the Vigilance Committee.
6. *Failure to Comply.* If any unauthorized alteration is underway or complete, and there is not subsequent approval by the Architectural Committee, then the owner shall remove the alteration as deemed necessary by the Architectural Committee to be in conformity. This removal must be completed in a timeframe specified by the Architectural Committee or the owner may be fined an amount to be determined by the Vigilance Committee, any monthly fines imposed shall accrue until the violation has been corrected.
7. *Annual Inspection.* The Architectural Committee shall perform an annual inspection of the condominium building and report to the Vigilance Committee (i) any alterations done without the required approval of the Architectural Committee, or (ii) any maintenance issues.

8. *Annual Report.* A written annual report of all issues addressed by the Architectural Committee will be provided to the Vigilance Committee no later than January 31 of each year.

9. *Liability.* Neither the Architectural Committee nor any member thereof shall be liable to any Owner or to any other party for any damages, loss or prejudice suffered or claim on account of (i) the approval or disapproval of any plans, drawings, specifications or (ii) the construction or performance of any work, whether or not pursuant to approved plans, drawings and specifications. It shall be presumed that the Architectural Committee, or individual members thereof, have acted in good faith on the basis of actual knowledge within their/his/her possession.

10. *Governmental Approval Required.* Before commencement of any alteration or improvements approved by the Architectural Committee, the Owner shall comply with all the appropriate governmental laws and regulations. Approval by the Architectural Committee does not satisfy the appropriate approvals that may be required by any governmental entity.

11. *Failure to Respond.* In the event the Architectural Committee fails to approve or disapprove such design and location within thirty (30) days after a complete set of plans and specifications have been submitted to it, approval will not be required, and the provisions of these requirements shall be deemed to be in full conformity.