

ARCHITECTURAL CONTROL COMMITTEE CHARTER

Composition:

The Architectural Control Committee (ACC) shall consist of a committee of three or more persons appointed by the Board of Directors of the Association (ref: CCR's Article II, Section A.).

Purpose:

The purpose of the Architectural Control Committee is to approve or disapprove homeowner applications for improvements to their property in accordance with the Covenants and published ACC Guidelines, thus preserving the appearance of the neighborhood and the value of each property.

Responsibilities:

1. Apply the specifications outlined in the Covenants and the ACC Guidelines to evaluate applications.
2. Respond to property owner applications in a timely manner. If approval is not given, include in the response to the property owner the specific reasons and suggest alterations that would meet guidelines.
3. Forward all information regarding applications under appeal to the Board of Directors.
4. Conduct periodic walk-throughs of the neighborhood to ensure compliance with the documents.
5. Respond to community input regarding requested changes to or interpretations of the Guidelines as necessary.
6. Advise the Board of Directors of any changes to the Guidelines prior to publication.
7. Keep records of all decisions and correspondence generated in the course of ACC business.
8. Keep detailed expense records and present them to the Board of Directors for authorization and reimbursement.
9. Conduct periodic reviews of the ACC Guidelines to ensure they reflect the majority opinion of the neighborhood.

General Comments:

The ACC should work with property owners on applications that cannot easily be approved in order to help them achieve approval. The ACC has the authority to poll the neighborhood, initiate information bulletins to the community, and conduct other such activity as is necessary to meet its responsibilities, independent of the Board of Directors. Enforcement of the Covenants and Guidelines is ultimately the responsibility of the Board of Directors.