

Architectural Control Committee

Appointment of ACC members

1. The Board of Directors (BOD) shall appoint a minimum of 3 members to the ACC. There shall always be an ODD number of ACC members. The standard term length is 1 year.
2. The ACC shall vote for the ACC Secretary and ACC Chairman.
3. An ACC member may resign at any time by given written notification to the BOD.
- 4.

Meetings of ACC

1. Regular meetings of the ACC shall be scheduled once a month.
2. If the agenda for the ACC meeting is empty, the meeting may be cancelled.
3. Applications received at least 7 days prior to the scheduled meeting shall be reviewed.
- 4.

Powers and Duties of the ACC

1. ACC members shall:
 2. Review "Architectural Request Forms" (AR) and ensure the following:
 - i. All forms are completely filled out and all forms are present for the specific request (plat, encroachment permit, drawings, etc.)
 - ii. Confirm that the request complies 100% with the CCRs and existing guidelines.
 - iii. Evaluate the aesthetic harmony of the request.
 - b. The ACC members will vote on each individual ACC Request. The vote will be recorded and then:
 - i. Final Approval, or
 - ii. Conditional Approval - construction may begin provided that certain requirements of the ACC are incorporated into the final plans, (e.g., a change in siding material or placement of the equipment), or
 - iii. Preliminary Approval pending submission of additional information or drawings, (such as landscape plans) or
 - iv. Rejection and reasons for such action.
 - c. The applicant will be provided in writing either:
 - i. Final Approval, or
 - ii. Conditional Approval - construction may begin provided that certain requirements of the ACC are incorporated into the final plans, (e.g., a change in siding material or placement of the equipment), or
 - iii. Preliminary Approval pending submission of additional information or drawings, (such as landscape plans) or
 - iv. Rejection and reasons for such action.

d. ACC Rejection Appeal

- i. The member must request to be placed on the BOD agenda as an ACC Appeal. This request must be in writing; email, fax, and mail are acceptable.
 - ii. The BOD will evaluate the request and may provide a ruling during their next meeting or they may table the appeal to conduct further research.
- e. The ACC shall review requests for variances and provide their recommendation to the BOD.
- i. In the request for a variance, the ACC shall provide a report discussing the pros and cons of the variance.
 - ii. The BOD will hear the variance and will:
 1. Grant Final Approval, or
 2. Grant Conditional Approval - construction may begin provided that certain requirements of the ACC are incorporated into the final plans, (e.g., a change in siding material or placement of the house), or
 3. Request more information, or
 4. Reject the request for variance and provide reasons for the rejection.

2. ACC Member Conduct

- a. Any ACC's decision on an ACC members AR will be reviewed by the BOD and the BOD shall uphold, amend, or reject the ACC approval.
- b. Once an AR is submitted to the ACC, no individual ACC members are to contact the applicant without the ACC's approval.
- c. No member of the ACC may speak on behalf of the ACC board at any time with out the consent of the ACC.
- d. Applications may be voted on via email. All email approval must be unanimous. If there is one dissenting vote or one question about the application then the application must be discussed at the monthly meeting.