



Architectural Control Committee (ACC) Standard Operating Procedures

ACC Membership

1. The ACC will have no less than three (3) board-appointed members.
2. In the event that there are not three appointed members, the Board members will serve as substitute ACC members until the vacancy positions are appointed by the Board. The order of substitution for vacancies will be President, Vice President, Secretary, Treasurer, At-Large Member(s).

ACC Requests

1. At least three members of the ACC must approve, by signature, every request that is in accordance with the covenants and restrictions.
2. All requests involving a variance to the covenants and restrictions will be physically reviewed (on-site inspection) by at least three ACC members.
3. All variance requests will be brought before the Board in the form of a recommendation from the ACC. The Board will vote on whether to approve or deny the request.

ACC Violation Enforcement (Supplemental to ACC Violation Notification Procedures)

1. All complaints are to be sent to the Management Office to be logged in and dated for possible violation. The Management Office will then forward the complaint to the ACC members.
2. An ACC member will 1) attempt a visual inspection, 2) attempt to make a courtesy contact to the subject homeowner by phone and/or email, contingent upon availability of contact information (Optional: may contact in person at ACC member's discretion), and 3) direct the Management Office to send a violation letter citing the specific covenant(s) in violation.
3. A log of every action will be maintained and reported to the Board at regular board meetings.
4. The ACC will coordinate with the Management Office to maintain a log of all ACC activities (this includes violations and requests).

ACC Responsibilities (excluding new construction)

1. In the event of any requested variance, the ACC is responsible for contacting adjoining property owners to notify them of the request and to provide them with an opportunity to voice their concerns or objections.
2. The ACC will attempt to work with the homeowner to ensure the request is in compliance with the covenants.
3. The ACC must notify the homeowner if they plan to deny a submitted request. This will allow the homeowner an opportunity to appear at the next scheduled board meeting to appeal the decision.
4. The ACC must specify the reason(s) for any submission denial.
5. Any ACC member or board member receiving a submission directly must forward it immediately to the Management Office to be checked for completeness and to be dated and logged in.
6. The Management Office will forward all requests to the ACC members by email.
7. The ACC will report all activity to the Board at the regular meetings.