

Charter of the Architectural Control Committee

1. **Authority:** Article VIII of the Declaration of Covenants, Conditions, and Restrictions requires that the Board of Directors appoint an Architectural Control Committee to approve the plans and specifications of all exterior construction, including alterations, to the exterior of residence lots within the Association.
2. **Purpose:** To provide for the architectural control of the residence lots within the Pinewood Lake Homeowners Association and to ensure that all exterior projects on such lots conform as to design, colors, material, and quality of workmanship to the architectural standards adopted by the Board of Directors and the general Federal style by which Pinewood Lake was constructed.
3. **Membership and Meetings:** The committee shall consist of at least three voting members, a Board liaison, and a paid administrator. The committee shall meet monthly from October through March and semi-monthly from April through September in order to approve homeowner project requests, review enforcement actions, and discuss architectural standards. The committee shall meet more frequently if necessary to approve/disapprove a homeowner project request within the 30 day period required by the Declaration of Covenants, Conditions, and Restrictions. The committee must provide a history of inspection reports to document any enforcement action that it wishes the Board to take, and the committee must provide periodic reports to the Board listing homeowner progress in correcting due process violations and ACC violation notices and listing all violators of specific ACC standards of interest to the Board.
4. **Delegated Powers:** The committee is delegated the authority to approve/disapprove project requests that are within Board approved and published architectural standards, to select outstanding homes for recognition, and to communicate with homeowners not in compliance with architectural standards in order to seek their compliance. However, no committee member may vote on any action affecting his/her home.
5. **Limitations on Actions:** The committee may disapprove but may not approve a project that would be an exception to Board approved and published architectural standards. Instead, it may only recommend approval to the Board. Also, the committee can only recommend enforcement actions to the Board – not establish penalties itself. Finally, the committee shall maintain coordination with the Maintenance Committee to ensure that there is a harmony between the architectural standards of the Association and all maintenance and capital improvement projects.
6. **Knowledge:** Committee members and inspectors must be familiar with Board approved and published architectural standards, Articles VIII through X of the Declaration of Covenants, Conditions, and Restrictions, Articles XVII and XVIII of Association By-Laws, and any Board policy resolutions on architectural control and enforcement. Committee members and inspectors otherwise need possess only common sense, an eye for detail, and a general sense of beauty and proportion, although the committee may have to seek Board approval to consult with an architect on certain design issues.

7. Duties and Responsibilities:

a. Ensure that the Board published and approved architectural standards are uniformly, fairly, and completely enforced.

b. At least annually examine the Association's architectural standards to ensure that they are current, complete, and well-communicated. Recommend any appropriate changes to the Board of Directors. Publish articles in the Association's monthly newsletter and a flyer in new member welcome packet and seek other venues to communicate the standards to the entire community.

c. The committee chair and the paid staff shall serve as a resource to community members on the standards, going out of their way to ensure residents understand them.

d. Within 30 days of submittal, formally approve/disapprove all homeowner requests for changes to the exterior of property. In cases where the committee believes that a project outside of its approval authority is worthy of an exception, forward its recommendation to the Board so that it can make a decision within the 30 day limit.

e. Ensure the paid staff immediately files project approvals in the homeowner file in the Association office in order to maintain a permanent record of all approved changes to property exteriors.

f. Using paid staff, conduct a complete walk-around of Association properties at least once a calendar year.

g. The paid staff shall immediately file all inspection reports in the homeowner file in the Association office in order to maintain an inspection record for the previous five years.

h. Use the results of a special fall inspection to select homeowners as recipients for the Outstanding Home Award, to be presented at the Association's Annual Meeting.

i. Use the results of formal inspections to identify properties as Spotlight Homes and further pursue enforcement action in accordance with Board policy resolutions. The paid staff shall maintain an historical electronic database on spotlight homes and all communications, compliance, and enforcement actions associated with these and other homes with compliance issues.

j. The committee chair and paid staff shall follow up on all homes with approved projects and outstanding enforcement items to ensure that work is completed as specified and to document the completion of an enforcement action.

k. Between formal inspections use committee members and paid staff to systematically check residence lots to ensure homeowners are not undertaking projects without required approval and to check for violations that involve the immediate healthy, safety, or welfare of the

community, homes with major components missing or broken, and transitory violations such as improper storage, unkempt yards, visible trash, and high grass.

l. Immediately upon discovery, refer to the Board for due-process action those properties that meet Board published criteria for immediate referral.

m. Within seven days of receipt of a request from a homeowner for a disclosure packet, the paid staff shall conduct a complete inspection of the property, provide it to the Community Manager, and file a copy in the homeowner file in the Association office.

8. Special Issues: None.

9. Effective Date: April 12, 2007

Bill Gleason
Committee Chair

Nancy Razzino
President, Board of Directors