

## The Retreat at Greenbrier Condominiums Association

### Architectural Control Committee (ACC) Charter

Revised January 14, 2019

**General:** The Association's Board of Directors has established the Architectural Control Committee (ACC), as required in the Bylaws, Article III, D. Section 1. ACC's role is to assist the Board with establishing and ensuring compliance with The Retreat's architectural, structural, landscaping and residential use standards. The Board reserves its rights to review and affirm ACC decisions.<sup>1</sup>

**Purpose:** The Architectural Control Committee ensures that the aesthetic harmony of the Association is preserved and maintained, as it relates to structural or material changes to the Units, Common Elements or Limited Common Elements, as required by the Governing Documents.<sup>2</sup>

**Structure:** The President of the Board appoints a Board Liaison and a Retreat resident to serve as committee Chair. The Chair appoints at least 2 and not more than 8 other residents who will serve as committee members.

Members of Board committees and their subcommittees are volunteers; and no member of a committee may serve as a member of the Board.

**Duties and Responsibilities:** The Chair or designated person in the absence of the Chair schedules monthly meetings or on an as-needed basis. ACC duties and responsibilities include:

- Receive and review requests from Unit Owners for changes in landscaping, American flag display, satellite dishes, storm doors, front porch screens, garage door screens and other Exterior Items Permitted<sup>3</sup> and approves those in compliance with standards. Forward to the Board President and Management Company landscaping or other modification requests that require Board approval.
- If standards do not exist, develop a set of standards for alteration, modification, construction, encroachment, or any other change that a Unit Owner desires to make to a Unit, Common Element, or Limited Common Element; and submit the application and new standards to the Board for its review and approval.
- Submit for Board approval standards by which changes can be implemented by the Unit owner without ACC review and approval.<sup>5</sup> If Owner's changes do not conform to the standards set by ACC, they may be subject to disapproval by ACC and/or the Board.

- Develop a review process that considers aesthetic and material standards, harmony with the surrounding areas and structures, and conformity with the Governing Documents.
- Ensure the review process demonstrates a sense of fairness and uniformity with respect to decisions that ACC reaches.
- Promote ACC's objectives by regularly informing the community of key elements of the standards that have been set under these principles.
- Notify the community of all meetings by posting the agenda on the Clubhouse door, at least 3 days prior to the meeting, and by placing the meeting date and time on the monthly calendar on The Retreat's web site.
- Select a Committee member to take minutes; circulate the minutes for committee members' review; and after review, forward a copy to the Board President, webmaster and The Management Company.
- Forward all Unit Owner applications and the results of ACC's review to the Management Company for inclusion in the owner's file.
- Provide Association Manager with a list of approved and disapproved applications to be included in the Association Manager's monthly reports to the Board.
- ACC Chair or designee will provide an update on ACC actions at the Board's general meetings.
- Ensure ACC actions follow the protocols outlined in the Governing Documents with regard to proposed changes to a Unit, Common Element, and Limited Common Element, unless otherwise directed by the Board.

Committees serve at the pleasure of the Board of Directors; and their members and subcommittee members are not authorized to financially or legally act, either verbally or in writing, on behalf of the Association. Such actions include, but are not limited to, contracts for services, borrowing money, and/or purchasing equipment or supplies.

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<sup>1</sup> Rules and Regulations, IV. Grounds and Aesthetics

<sup>2</sup> Rules and Regulations, I. Background

<sup>3</sup> Rules and Regulations, IV.F. Exterior Items Permitted

<sup>4</sup> Rules and Regulations, IV. J. Landscaping

<sup>5</sup> Rules and Regulations, IV. F.2. Items that do **not** require ACC approval.