

Architectural Control Committee

The Architectural Control Committee (ACC) was set up to ensure consistency of appearance and to maintain the homogenous nature of our neighborhood. The ACC considers home/property improvements based on our Covenants, Conditions, and Restrictions (CC&Rs) and By-laws.

The ACC will consist of 3 Cedar Ridge Homeowner volunteers in good standing selected by the Board. These members will serve until one or more step down or the Board selects another member(s). The Board reserves the right to have an alternate who will be trained and participate with the other members and will become a member of the three person board when a member of the board steps down. Members may be reappointed each year by the President.

Responsibilities:

The ACC will act on behalf of the Board to evaluate and accept/deny modifications to a lot/residence for the purpose of protecting the value, desirability, and attractiveness of the property in relation to the homogenous concept of the HOA as defined within the CC&R's and By-Laws. The Board will assign a member to act as the Board Liaison to the ACC committee.

Procedures:

1. The ACC will meet as needed.
2. All external residence and major lot modifications will be submitted in writing to one of the three ACC members at least 15 days before the project begins. The preferred method to contact the ACC is to use the on-line request form on our web site: <http://www.cedarridgehomeowners.org> .

A request can also be made by e-mail or written but must include the following:

- Complete name, address, telephone, and lot number (#).
 - Date of request and date for project start and complete.
 - A picture or drawing of the finished project.
 - A sample of color or stain if different from existing structure.
3. The ACC will consider the request and will determine the outcome based on existing CC&R's, By-laws, and current neighborhood practices. The ACC will provide a response to the homeowner within 15 days after receiving the request. A copy of the response will be forwarded to the Board Liaison for reporting and filing. Items not specifically outlined in the CC&R's or By-Laws will be forwarded to the Board for consideration. This may extend the approval process and timeline as spelled out. Homeowners will be notified of this before the 15 day period has expired.
 4. Any ACC member can approach the Board if an executive decision is required for whatever reason. An Executive decision will be made after a majority of Board members have been informed and a vote taken by the Board. Once a decision is reached, the ACC will document their decision in writing with the ACC Committee Chairperson or designee will submit the response to the requestor and a copy to the Board.
 5. Home owners may petition the Board to appeal an ACC decision one time per the original request decision.
 6. A member of the ACC will do one follow-up visit on projects to make sure the homeowner stays within the request submitted and approved. A follow up report regarding the request should be sent to the Board.
 7. The ACC will contact the Board immediately if a homeowner has gone beyond any improvement documented per their request. The ACC will contact the homeowner and investigate why the

homeowner has gone outside the scope of the approved request. A "Stop Order" may be given the homeowner, contractor, and /or vendors involved.

8. The ACC will contact any owner who has begun an improvement without submitting a request for improvements or additions and ask that they stop and submit plans for approval. The ACC will also contact the Board Liaison or a member of the Board for assistance with this situation.
9. The ACC will report to the Board once a month at scheduled Board meetings on all requests and actions taken. Any confidential information will be submitted to the Board in writing for consideration in executive session.
10. The ACC will keep a file by lot number of all requests from homeowners for improvements. A copy of the response to the homeowner will also be kept in the file for as long as the Association and ACC is in existence.

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