

Reflection Homes Association, Inc.
Administrative Resolution 2000-5
Architectural Control Committee

WHEREAS, Article X of the By-Laws of Reflection Homes Association (Association) states that the Board of Directors (Board) shall have the authority to appoint certain committees as it deems appropriate to fulfilling its responsibilities; and

WHEREAS, Article IX of the Covenants of Reflection Homes Association (Association) states that an Architectural Control Committee must be established;

NOW THEREFORE BE IT RESOLVED THAT the following standards shall be used in the establishment of the Reflection Homes Association's Architectural Control Committee (ACC).

I. MEMBERSHIP

The ACC shall be composed of no less than three members of the Association in good standing.

A member in good standing shall be defined as any member whose homeowner dues and/or assessments and recreation dues are paid in full. A member in good standing shall have no legal fees outstanding with regards to their lot or liens placed upon their lot by the Association or the Reflection Recreation Committee.

The composition of the committee is recommended but not required to be:

- A. Town home members: One half of the committee membership (rounded up if an odd number).
- B. Detached single family members: One half of the committee membership (rounded down if an odd number).

Members of the Board of Directors may serve on the ACC but shall not have voting privileges.

II. APPOINTMENTS AND TERMS

Each member of the ACC Committee shall serve a term of one year beginning February first and ending January thirty-first. If a member of the ACC resigns, the Board shall appoint a replacement to serve the remainder of the term.

All appointments or reappointments shall be made at the regularly scheduled January meeting of the Board of Directors in accordance with the Declaration of Covenants of the Association.

The Board of Directors may remove any member of the ACC for failure to attend five out of eight of regularly scheduled meetings, for failure to attend three consecutive meetings, or for any failure of obligation to enforce the rules and regulations of the Reflection Homes Association. In addition, failure to pay all Association dues and/or assessments, Reflection Recreation Committee dues

and/or assessments or for any member's performance of duties in a manner which the Board deems incompatible with the best interests of the community may also be grounds for removal.

III. FUNCTIONS AND RESPONSIBILITIES

The ACC will meet at least monthly in a regularly scheduled meeting in the months between and including March through September. In the months October through February, the committee may meet on an as needed basis to be determined by the chairperson of the committee.

Quorum for an ACC meeting shall exist if a simple majority of the appointed members is present at the meeting. Once quorum is present at an ACC meeting, it will be deemed to be present for the duration of the meeting until the chairperson adjourns the meeting.

A member of the Association's Board of Directors will act as the Board's Liaison between the Committee and the Board. This liaison will be elected by the Board at the regularly scheduled January meeting of the Board of Directors.

The ACC must meet and elect a chairperson within 30 days of their appointments.

The ACC chairperson must be a former committee person who has been active on the committee for at least six months. If no such person is on the committee, then the Board Liaison will temporarily chair the committee until such a person is available. This Board Liaison will have no vote on the committee but will function in an organizing capacity only.

The ACC will approve or disapprove external architectural modification requests proposed by homeowners within 30 days of the date and time of receipt of such requests stamped on the application by the management agent.

Any ACC member receiving an application directly from any Association member must date and initial the application and present it to the chairperson. The chairperson shall notify the management agent by phone, fax or e-mail so that receipt of the application can be logged.

Disapprovals by the ACC must include a written reason for the disapproval which refers to the appropriate standards in the Architectural Standards Manual.

The ACC shall establish and maintain a consistent policy for receiving and reviewing ACC requests.

The ACC shall inspect and/or review inspection reports completed by the management agent of lots within the Association if requested to do so by the management agent to determine whether such lots contain violations of the ACC Standards. In addition, if the ACC receives notice that a condition exists on a lot which constitutes a violation of the ACC standards, it shall inspect the lot and/or review inspection reports completed by the management agent to determine whether any such violation exists.

The ACC chairperson shall ensure that all applications are reviewed and signed within 30 days in accordance with Article IX of the covenants.

The ACC shall make recommendations to the Board if the ACC believes that circumstances exist on a lot or the common area which requires legal action.

The ACC Board Liaison or an ACC member, preferably the chairperson, must be available to attend hearings before the Board concerning architectural violations. The ACC member shall be responsible for presenting the case for fines or referral to the Association's legal advisor.

The ACC shall be responsible for reviewing the ACC standards yearly and recommending to the Board whether any modifications to the ACC standards are necessary.

All Committee Members must abide by the rules of disclosure of interest and confidentiality established in Administrative Resolution 2000-1. Any violation of confidentiality is grounds for immediate dismissal from the committee.

***Location:** This Administrative Resolution shall be filed in Section II, Standing Committees, of the Book of Resolutions.*

The effective date of this resolution is **October 10, 2000**.