

Charter of the Architectural Review and Construction Committee

1.0 PURPOSE: This charter establishes the POA Architectural Review and Construction Committee to ensure that the architectural review and construction approval process is managed for the overall benefit of Council Creek South (CCS) and is open and fair to property owners. All residential property construction will be submitted to the committee for review and approval. The committee will make recommendations to the CCSPOA Board.

2.0 BACKGROUND: Council Creek South Property Owner's Association, Inc. (CCSPOA, Inc.) is mandated by the CCS Covenants, Conditions and Restrictions (CC&Rs) to ensure that the design and construction of residential facilities are done in "good taste" and add value to the community. Historically, some structures have been built that would not adhere to reasonable guidelines. The goal is to set reasonable guidelines and strictly enforce a reasonable process.

3.0 APPLICABILITY AND SCOPE: The Architectural Review and Construction Committee will ensure that the architectural review and construction approval process is executed in accordance with the deed restrictions and with the CCSPOA Board Policy of being open and fair to property owners. The committee will make recommendations to the Board on a case by case basis.

4.0 RESPONSIBILITIES: The Architectural Review and Construction Committee will:

4.1 Develop formal residential architectural and construction guidelines in accordance with existing restrictions to provide property owners an up front understanding of requirements. The document will also assist the committee with evaluating submissions and providing consistent feedback.

4.2 In the interim period, as the formal guidelines are being developed, the committee will evaluate submissions with respect to interim guidelines that ensure the proposed construction is in "good taste" and is consistent with the intent of the deed restrictions for building and/or modifying homes.

5.0 MEMBERSHIP AND CHAIRPERSON RESPONSIBILITIES:

5.1 Committee members are:

Chairman: TBA

Member: TBA

Member: TBA

The Committee Chairperson will:

- 5.1.1** Appoint additional committee members as needed with concurrence of the CCSPOA Corporate Board.
- 5.1.2** Assign committee tasks as needed.
- 5.1.3** Convene committee meetings as needed.
- 5.1.4** Approve the meeting agenda and minutes.
- 5.1.5** Coordinate activities with CCSPOA Corporate Board to promptly resolve issues should they arise. Request assistance and guidance from the CCS POA board as needed. The CCSPOA President or other Board designee will be the board officer of primary responsibility (OPR) for architectural review and construction approval. His duties include, but are not limited to the following.
for residential property:
 - Review progress of the committee toward developing architectural guidelines.
 - Provide board assistance and/or guidance to the committee as needed.
 - Coordinate on committee decisions regarding architectural applications submitted by property owners for approval. This coordination includes a written concur/non-concur sign-off on the committee's decision and notification to the applicant of the decision.

5.2 Committee members will perform assigned tasks and attend meetings as necessary.

6.0 MEETINGS: The committee will meet as needed in person or virtually (e.g., computer, phone, etc.).

7.0 EFFECTIVE DATE AND IMPLEMENTATION: This charter is effective immediately upon approval.

/S/
C.B. Harrah
Chairman, CCS POA Corporate Board

11/26/2012
Date