

**Architectural Control Committee (ACC)**  
**Committee Charter**  
**Foxwood Hills Property Owners Association**

**Purpose**

Promote and ensure the harmony, community aesthetics, beauty and property values of the Foxwood Hills community.

**Formation of Committee**

- This is a standing committee established by the Bylaws. The Board will initially solicit and appoint committee members from the membership of the POA.
- Given that construction/modification and non-compliance issues are two very different areas of focus, one sub-committee has been formed. This sub-committee was approved by the Board of Directors on September 23, 2017.
- The sub-committee shall be comprised of not less than two (2) and not more than 5 members in good standing.
- Committee members shall serve for one-year subject to renewal by mutual agreement of the member and the Board. Each term begins on March 21.

**Duties and Responsibilities**

- The committee will work and serve in accordance of all governing documents and at the direction of the Board.
- Review all member plans for erection, building or placements.
- Assist the Board in enforcing the various restrictive covenants.
- Issue written decisions with approval or disapproval of plans. Reasons for disapproval should be cited to guide the owner toward a plan more likely to gain approval.
- Provide the Board with monthly updates for general activity and immediate notification for serious occurrences.
- Bring committee correspondence to the General Manager.
- Provide recommendations for revisions to the document *Architectural Control Committee Guidelines*.
- Keep written minutes of all meetings and provide the Board with a written report of recent and upcoming committee events.
- The Chair (or designee) will provide an oral and written report at the POA's Annual Meeting to include number and kinds of permits.
- The Chair will review the charter and make recommendations for changes.

**Sub-Committee: Ongoing Enforcement**

**Duties and Responsibilities**

- The Board will select and appoint the Committee Chair.
- The Committee Chair will act as a liaison between the committee and the Board Liaison. The chair should keep the Board Liaison informed of all committee meetings, suggestions, feedback, questions or requests.

- The Board Liaison will confer the Board, when needed.
- the Board may remove Committee Members who cause conflict or prevent overall productivity, as it deems appropriate.
- The Committee will meet once a week or as otherwise determined and announced.
- Active participation is important to achieving the mission of the committee, as such; a member's absence at 3 consecutive meetings will result in the loss of voting, with possible removal from the committee and the position reassigned by the Board.
- The Chair is responsible for maintaining an official attendance roster and will administer notification of loss of committee membership due to attendance.

**Dissolution**

This charter will remain in effect until amended or rescinded by the Board.

Charter approved by the Board on June 16, 2018