

CHARTER
ARCHITECTURAL CONTROL COMMITTEE (ACC)
Adopted by the Board of Directors on March 26, 1996 - - Revised on October 22, 1996

MISSION STATEMENT:

TO ASSIST THE BOARD OF DIRECTORS WHOSE MISSION IS TO PROVIDE FACILITIES AND SERVICES AND TO PROTECT AND MAINTAIN THE ASSETS OF THE COMMUNITY ASSOCIATION IN THE BEST INTEREST OF ALL ITS MEMBERS.

PURPOSE:

1. The purpose of the Architectural Control Committee is to perform duties and have such powers as provided by Article VIII, Section 1 of the Covenants and Restrictions. The ACC charter and any revisions to the Charter must be established by resolution of the Board of Directors.
2. The Architectural Control Committee will uphold and maintain the articles of the Lake Saint Louis Covenant and Restriction and the provisions of the Architectural Control Committee Guidelines.

RESPONSIBILITIES AND LIMITATIONS:

1. The Architectural Control Committee is established under Article VIII, Section 1 of the Lake Saint Louis Covenant and Restrictions.
2. The ACC is responsible for maintaining the enforcing the design standards described in the Lake Saint Louis Community Association Architectural Control Committee Design Guidelines.
3. The ACC is to protect individual property owners from indiscriminate construction that would adversely affect property values and the general aesthetic quality of Lake Saint Louis.
4. The ACC will review plans and specifications for any and all proposed new construction, additions, alterations, color changes or any project that alters the exterior appearance of a home.
5. ACC approval of plans and specifications is required **before** construction commences.
6. The ACC will review for approval all specifications and plans for all proposed new construction, additions and/or alterations of privately owned boat docks and boat lifts, including the placement of same relative to the shore line and lot lines. Preliminary approval of plans is required before construction begins. The ACC will assure that the CA staff inspects the as- built construction and installation of the boat dock or boat lift before final approval by the CA is granted. The ACC will submit approved plans to the CA office to be filed for record.

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7. The ACC, with support from the CA staff, will periodically review the appearance (aesthetics) of structures and property within the CA boundaries for compliance with the provisions of the C&Rs and Architectural Guidelines. The structures to be reviewed include boat docks and boat lifts.
8. Deleted 5-04.
9. The ACC shall in no way restrict the homeowner in the design of well thought out alternatives. The individual merits of each application will be considered by the ACC.
10. The ACC will seek approval from the Board of Directors **prior** to contacts with outside agencies (local, city, county, state, federal, etc.) and will immediately inform the Board of all such contacts. The ACC shall not obligate the CA in any way (financially, legally, etc.) without specific approval by the Board of Directors.

CONFLICT OF INTEREST:

1. No member of the ACC shall have an affiliation with a company or organization that provides any type of work or service or products that might be used on a project submitted for approval.
2. Any member of the Committee who stands to gain personally, professionally, legally, or financially, through any affiliation with a company or organization, or through partial or total ownership of any asset involved in a CA decision, may not be involved in any way with competitive procurement procedures, such as cost estimates, line item budgeting, contract review, preparation of bid specifications, evaluation of proposals, contractor selection, and/or assessment of contractor performance. Such member must inform the Committee of such conflict of interest and may not participate in the discussions or voting regarding said procurement or transaction. In special cases where this member may be in a unique position to supply critical information pertinent to the decision to be made, the issue may be presented to the Board of Directors for a decision regarding the potential conflict of interest.

COMMITTEE SELECTION, TERM AND QUALIFICATIONS:

1. Members of the ACC must be approved by the Board of Directors.
2. The ACC will be made up of five (5) members. (At least three (3) members must be in attendance for a quorum.)
3. A members term will be three (3) years, with a minimum of one term expiring each year.

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4. Any member of the committee desiring to serve an additional term may do so at the discretion of the Board of Directors.
5. Each member of the ACC must be a member in good standing of the LSLCA. (See LSLCA By-Laws, Article III MEMBERSHIP, Section 2 and 3 and Article VI. BOARD OF DIRECTORS, Section 2.)
6. A member of the ACC may **not** serve as a voting member on any other CA standing committee.
7. A vacancy on the committee will be for an unexpired term.
8. Any ACC member who misses three (3) consecutive meetings may be removed from the committee by the Board of Directors
9. No more than one (1) member of a household may serve on the ACC.

MEETINGS AND REPORTS:

1. Meetings will be open to the LSLCA members and held twice a month (Jan.-Dec.) or as required to conduct the business of the committee.
2. Minutes, including members present, topics discussed, and recommendations will be forwarded to the Board of Directors by 12:00 noon on the Wednesday before the Board's monthly meeting. A separate cover sheet will state action items required from the Board.
3. Members in attendance for a meeting that lacks a quorum may conduct discussions **only**. No votes may be taken and no minutes shall be recorded. The committee chair shall report to the Board of Directors that no quorum was present, therefore no meeting was held.
4. The ACC may adopt rules for its own government, but they must be consistent with Robert's Rules of Order, newly revised and the Special Rules of Order, defined in Article XXIV of the LSLCA By-Laws.
5. The ACC must seek Board of Directors approval when CA Staff support and/or attendance at meetings is required.

LEADERSHIP:

1. The ACC shall elect a chairperson, vice chairperson, and secretary subject to the approval of the LSLCA Board of Directors. The chairperson or a committee member designated by the chairperson shall attend all regularly scheduled Board meetings/functions as requested by the Board of Directors.

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2. Each officer elected shall serve one (1) year (Jan.-Dec.). If there is an office vacancy the committee will elect a recommended new officer at its next regular meeting and will submit their recommendation to the Board of Directors.

LIAISONS:

1. The ACC may have a Board Director and/or a LSLCA Staff member assigned to function as a Liaison to the committee. This Liaison:
 - a. Does **not** vote.
 - b. Speaks only when acknowledged by the Committee Chair.
 - c. Must clearly identify whether they are presenting their personal views, or are imparting previous Board votes or actions.
 - d. Is not an advocate for the Committee to the Board, nor responsible for ensuring ACC information is forwarded to the Board. The Liaison may relate information about the ACC to the Board, if asked.
 - e. Must send an alternate, in their absence, so that the ACC has the required Liaison(s) at each meeting.

CHARTER APPROVALS AND REVISIONS:

1. Proposed ACC charter revisions are to be submitted to the Board of Directors using a marked up copy of the current charter showing additions in **bold** highlights and deletions as strikeouts.
2. When approved, a charter revision is to be signed and dated by the Chairperson and Secretary of the Board of Directors.

APPROVED:

Harry Slyman, Chairman Board of Directors

10\22\96
Date

Constance Mueller, Secretary Board of Directors

10\22\96
Date