

The Architectural Control Committee serves at the pleasure of the Crystal Lakes Road and Recreation Association Board of Directors. All final decisions are the responsibility of the CLRRRA Board of Directors.

Architectural Control Committee Charter

Approved: November 15, 2008

Purpose:

The Architectural Control Committee (ACC) on behalf of the Crystal Lakes Road & Recreation Association (Board) will assure the compliance by all property owners of all the Protective Covenants of Crystal Lakes, in all Filings or areas of the subdivision. The ACC has the duty to protect the integrity, and aesthetic value of Crystal Lakes by architectural control. The committee will assure all construction is harmonious with the physical character of the area in which it is situated.

Membership:

The ACC Committee shall consist of a minimum of three (3) voting members. Voting members are appointed by and serve at the pleasure of the Crystal Lake Road and Recreation Associated Board of Directors. A voting member must own at least one lot in Crystal Lakes.

ACC committee members shall have the authority to appoint subcommittee members to assist in the duties of the ACC.

A Crystal Lakes staff member will act as a liaison between the committee and the Board and shall assist the committee as requested by either the Committee or Board.

Goals:

To protect and enhance the aesthetic value of Crystal Lakes.

To ensure compliance with all covenants of Crystal Lakes.

Duties of ACC members:

1. To ensure compliance with the Protective Covenants by all property owners.
2. To ensure compliance with the written architectural guidelines and standards for construction that have been approved by the Road & Recreation Board of Directors, of any improvements within the Crystal Lakes subdivision.
3. Accept and review all applications for improvements, and approve or deny within 30 days of receipt of the application, based upon the Covenants and the written architectural guidelines that are approved by the Crystal Lakes Road & Recreation Board.
4. Accept complaints on Covenant violations from Crystal Lakes' members, employees and representatives.
5. Investigate all complaints received and determine if a Covenant violation has occurred and take necessary steps to correct the violation.
6. Review all violations on a monthly basis until corrected.
7. Work with Larimer County on code violations and other concerns as necessary.

Duties of ACC Chairperson:

1. Prepare and Chair monthly meetings.
2. Work in close relationship with the manager on violations, site inspections and other matters involving the Committee.
3. Review all applications for completeness, signatures, site inspection, set backs, floor plans, elevations, permits, etc.
4. Assure all applications are approved or disapproved within 30 days of receipt of the application and inform the property owners of the decision.
5. Be responsible for all written correspondence, as directed by the Committee.
6. Prepare the written report for the CLRRA monthly Board meeting and be at the meeting to answer Board members' questions and receive assignments from the Board.
7. Be available to office personnel, property owners, Committee members and Board members.
8. The ACC Chairperson may delegate, at his or her discretion, any of the above duties to the staff liaison.

Originally submitted November 20, 1999