

**CAUGHLIN RANCH HOMEOWNERS ASSOCIATION  
REVISED ARCHITECTURAL CONTROL COMMITTEE CHARTER**

**WHEREAS**, Article V, Section I of the Caughlin Ranch Homeowners Association (Association) First Restated Bylaws states that "...all corporate powers shall be exercised by or under the authority of, and the business and affairs of the corporation shall be controlled by, the Board of Directors."

**WHEREAS**, Article V, Section 1 (seventh paragraph) of the Association's First Restated Bylaws grants the Board of Directors the authority "To appoint an executive committee and other committees, and to delegate to the executive committee any of the powers and authority of the Board in the management of the business and affairs of the corporation,"...

**NOW THEREFORE**, BE IT RESOLVED THAT a standing Architectural Control Committee is established under the following conditions and terms:

**AUTHORITY:**

The architectural character of each community is established by the architects who originally designed it. Within the guidelines established in the Declaration of Protective Covenants, the Architectural Control Committee (ACC) will be responsible for preserving the architectural integrity of that design. The ACC will establish architectural control standards for approval of the Board and will inform all homeowners and residents about those standards. The standards should not overly stifle the imaginative or creative desires of residents but rather assure them that protective restrictions are in effect, which will help maintain the appearance and value of their property. It is preferred that all members of the ACC are property owners within the development; however, the Board may choose to appoint outside person or persons with architectural expertise.

**PURPOSE:**

1. The ACC shall meet as needed to ensure prompt handling of all issues and responsibilities, but at a minimum, monthly. An ACC log of all outstanding and/or on-going issues shall be provided to the Board at least seven (7) days before each Board of Directors meeting.
2. With the assistance of the ACC/Compliance Coordinator, the ACC shall perform a semi-annual inspection of the Association properties, including individual lots visible from the street or common areas, and report to the Manager any unapproved modifications, approved modifications not being maintained, or other issues within the purview of the ACC's responsibilities as defined in this Charter or the Association's governing documents.
3. The ACC shall develop and cause to be distributed architectural guidelines and standards to all homeowners after review by Management and approval by the Board of Directors. These guidelines and standards shall be reviewed by the ACC annually. Updates, additions, and/or deletions shall be provided to the Board of Directors for review and consideration.
4. With the assistance of the ACC/Compliance Coordinator, the ACC shall inform homeowners that all visible modifications to their property, including, but not limited to, exterior remodels, building additions, painting, replacement of garage doors, installation and/or replacement of lighting fixtures, installation of energy saving systems, landscaping additions or removals, etc., must be pre-approved in writing by the ACC. The only exception is for like-kind (size, color, quantity, etc.) replacement, or re-painting the exact same color as previously approved and painted. In the case where a structure was re-painted an alternate color without prior written approval, and due to extenuating circumstances the alternate color has been essentially grandfathered in, the homeowner will be notified that they shall not be permitted to re-paint the same color.

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**SCOPE:**

1. The ACC shall consist of at least five (5) members, all of which will be voting members. At a minimum, one (1) professional architect (serving in a non-voting capacity) and one (1) landscape professional shall be required to review and give final approval for new construction, exterior remodels, additions, etc.
2. At least one (1) but no more than two (2) Board Members may serve as liaisons and may provide input in a non-voting capacity.
3. The General and/or Assistant Manager shall attend and facilitate ACC meetings and may provide input in a non-voting capacity.
4. The Board of Directors shall solicit ACC members beginning in September of each year. They will choose up to five (5) candidates from the list of qualified volunteers and announce their two (2) year appointment to the ACC at the November Board of Directors meeting. The Board will designate and announce the ACC Chairperson and may remove appointed members at their discretion. Term limits will not apply.
5. A meeting quorum shall be established with three (3) voting members present or electronically with a consensus vote.
6. The ACC shall not review any plans that are not accompanied by an approval letter from the sub-association, provided that the specific sub-association requires architectural approval. An owner who submits plans which have not been approved by the sub-association will be contacted within two (2) business days of receipt advising them of this policy and that their submission will not be placed on an ACC agenda until written approval from the sub-association is received.
7. The ACC shall receive, review and approve or disapprove (through Management) submitted plans for new construction, exterior additions, modifications, etc. within forty-five (45) days. Any application or request submitted pursuant to the Declaration of Protective Covenants shall not be deemed approved unless and until final written approval is so given. A request from the ACC for additional information or materials may be given to the applicant within forty-five (45) days after the date of receipt by the ACC of all submissions for the application and the period for response of a decision shall be accordingly extended.
8. Sub-associations that do not require architectural approval shall submit a document from the Board President, or the Board Member acting in his/her capacity, stating that they do not have an architectural approval requirement. This document will be kept on file until revised or rescinded by the sub-association Board of Directors. Sub-association Boards, with or without an approval requirement, will be sent a courtesy copy of all final approval and/or denial letters.
9. The ACC shall make periodic as well as final inspections of work in progress to insure its timely completion and conformity with approved plans.
10. The ACC shall review comments or complaints from homeowners (through Management) involving matters within its jurisdiction and handle them according to the Association's documents.

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11. The ACC, within its scope of responsibility, shall recommend projects to beautify and enhance the esthetics of the community consistent with the overall environment of the Association.
12. The ACC Chairperson shall prepare a quarterly article for the Caughlin Rancher magazine within the timeline established by the Publisher.
13. The ACC may request the assistance and cost of a qualified professional to review complex plans and provide the necessary expertise in dealing with significant design and construction issues. The Board will give strong consideration to this request and approve it unless valid reasons can be given and documented as to why professional assistance may not be necessary.
14. Compensated professionals who provide design review services to the ACC shall serve in a non-voting capacity and shall be covered by the Association's D&O insurance in the event of litigation. By serving as a non-voting member, they are further separated from the final decision process which provides additional protection in the event of litigation. Review professionals shall submit their reports at least one (1) week prior to the ACC Meeting and will be invited to meetings as-needed to review their findings.

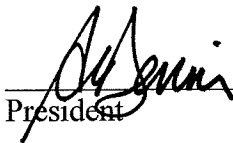
**Professional Compensation:**


Work will be specifically assigned to a reviewing professional by the ACC Chairperson, with prior written approval from the General Manager, and paid per the following schedule:

<u>Work Item &amp; 1 Follow-up</u>	<u>Initial Review</u>	<u>Subsequent Review</u>
New construction	\$200	\$150
New landscaping	\$200	\$150
Remodels & additions	\$150	\$100
Solar additions	\$100	\$ 50
Major landscape modifications	\$150	\$100
Arborist Review	\$100	\$ 50
Final inspections: \$100; Follow-up inspections: \$100		
Attend Meetings: \$100/hour		

Plans and drawings requiring a civil engineer's review, as determined by the ACC, shall be charged the actual cost of the review.

**Revised by the Caughlin Ranch Board of Directors on January 25, 2017; subsequently revised on September 28, 2022.**

  
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President

  
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Secretary