

**WOODLAKE VILLAGE HOMEOWNERS ASSOCIATION  
POLICIES & PROCEDURES**

FILE: A-016-1

UPDATED: June 13, 2017

DATE: September 17, 2012

**SUBJECT:** Appointment and Approval of Architectural Committee  
Chairperson and Committee

**COMMITTEE:** Architectural Control Committee (ACC)

**REFERENCE:** Declaration of Covenants, Conditions & Restrictions,  
Article VI " Architectural Control", recorded December 10, 1984; Amended  
By-Laws of Woodlake Village HOA, Article IX "Officers and their Duties,  
Section 4 "Special Appointments" recorded May 30, 2000; Minutes of the  
Executive Session of the Board of Directors, November 8, 2007.

**BACKGROUND:** Due to an increase in the complexities and the volume of  
architectural control matters relating to the HOA, a more clearly defined  
procedure is required for nominating, approving the ACC Chairperson and  
Members. The Application of this Policy and Procedure resides with the  
entire Board of Directors.

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**POLICY:**

- The Architectural Control Committee shall be composed of a minimum of three (3) members of whom one will be the Chairperson with a maximum of seven (7).
- Nominees for ACC membership and its Chairperson shall be Board appointed and approved, and shall serve in accordance with this Policy and Procedure and with File G-003-1, titled "Terms of Non-Director, Committee Chairmen".
- Each March, the newly elected HOA Board President will review and reorganize the ACC, if necessary.

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**PROCEDURE:**

- Nominations for ACC members and Chairperson shall be submitted in writing for the Board of Directors appointment as provided in the covenants Article IV.
- Each nominee will receive a copy of the Architectural Control Committee Policy and Procedure Manual in advance of Board approval, read it and sign the Chairperson's log confirming that its contents are understood and would be supported.
- Applicant visits to observe and act on a homeowner application will be conducted with no more than five (5) ACC members including the Chairperson. The Chairperson shall not vote on an application unless it is required to break a tie.
- Applicants may appeal ACC decisions in writing to the Board of Directors.

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