



Crystal Lakes Road and Recreation Association

300 Tami Road, Red Feather Lakes, CO 80545 | 970-881-2250 | www.crystal-lakes.org

ARCHITECTURAL CONTROL COMMITTEE CHARTER

TITLE: Architectural Control Committee (the “ACC” or the “Committee”)

TYPE: Standing

PURPOSE: 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. All final decisions are the responsibility of the Crystal Lakes Road & Recreation Association (CLRRA) Board of Directors.

AUTHORITY: The Declaration of Covenants, Conditions and Restrictions for Crystal Lakes Road and Recreation Association ("Declaration), The Bylaws for Crystal Lakes Road and Recreation Association, the Articles of Incorporation for Crystal Lakes Road and Recreation Association and Colorado law.

NUMBER OR MEMBERS: The Committee shall consist of a minimum of three (3) voting members.

SELECTION OF MEMBERS: Voting members are appointed by and serve at the pleasure of the Crystal Lakes Road and Recreation Association Board of Directors. A voting member must own at least one lot in Crystal Lakes and remain a member in good standing.

TERM: Three (3) years

MEETING FREQUENCY: Monthly

COMMITTEE ORGANIZATION: The CLRRA Board will appoint the Committee Chair. ACC 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 community and shall provide related assistance to the Committee as requested by either the Committee or Board of Directors, and as authorized by Association’s Community Manager.

A member of the Crystal Lakes Road and Recreation Board of Directors will be appointed to act as a liaison between the Committee and the Board of Directors and shall assist the Committee as requested by either the Committee or Board of Directors.

DECISION MAKING/APPROVALS: All approvals must be by an affirmative consensus vote by the whole ACC. No single ACC member may approve a project and must refer all projects to the whole Committee for approval.

RESPONSIBILITIES:

ACC Members:

1. Be familiar with the governing documents and architectural guidelines of the Association.
2. Ensure architectural compliance with the Protective Covenants by all property owners.
3. To ensure compliance with the Road and Recreation Board of Directors-approved written architectural guidelines and standards for construction, including any visible improvements, within the Crystal Lakes subdivision. Exception: Repainting a previously approved structure the same color does not require ACC approval.
4. Accept and review all applications for architectural improvements and approve or deny the request within 45-days of receipt of the application, based upon the Covenants and the written architectural guidelines approved by the Crystal Lakes Road & Recreation Board of Directors.
5. Accept complaints on Covenant violations from Crystal Lakes' members, employees and representatives.
6. Investigate all complaints received, determine if a Covenant violation has occurred, and take necessary steps to correct the violation.
7. Review all violations and complaints on a monthly basis until the issue(s) are resolved.
8. Work with Larimer County on code violations and other concerns as necessary.

ACC Chair:

1. Prepare and Chair monthly meetings.
2. Work in close relationship with the Association's Manager on violations, site inspections and other matters involving the Committee.
3. With the assistance of Committee Members, review all applications for completeness, signatures, site inspections, setbacks, floor plans, elevations, permits, etc.
4. Assure all applications are acted upon within 45-days of receipt of the application and have the property owner(s) informed of any decision or continuing status.
5. Responsible for directing all written correspondence, as decided by the Committee.
6. Prepare the written monthly report for Association's Board meetings and attend the meetings to answer Board Members' questions as needed.
7. Be available to office personnel, property owners, Committee Members and Board Members.