

## **Architectural Control Committee Processes: Review of Improvements Remedy of a Covenant Violation**

### **MEMBERS**

The Architectural Control Committee (ACC) currently consists of six volunteers; six voting members. This number fluctuates due to people leaving and entering the committee. ACC candidates are interviewed by the HOA Board and candidates are appointed as members. There is no term limit and the Board replaces members as needed.

### **REVIEWS of PROJECTS (Completed by ACC volunteers)**

1. All exterior improvements within Watters Crossing must be submitted for review and approval prior to work commencing.
2. Project Forms, ACC Guidelines, and the Covenants are all shown at [www.watterscrossing.com](http://www.watterscrossing.com). The ACC does not participate nor communicate via any social media platform.
3. Proposed improvements are submitted via one of the online forms located at [www.watterscrossing.com](http://www.watterscrossing.com) in the ACC link
4. Projects are reviewed via email among the various ACC members.
5. Allow yourself ample time for review. A timeline of four (4) weeks is provided for review of a project.
6. Be complete in supplying project information. Any request for missing information from a homeowner will cause "the clock to stop" on the review timeline.
7. Expedited reviews are provided for repair or replacement of roofs and windows as delay could cause potential further damage.
8. Formal ACC meetings are the last Tuesday of all odd numbered months.
9. It is not necessary to attend the ACC meeting with your project submission. However, if the project is highly detailed (such as a room addition), you may wish to attend with your contractor. Please go to [www.watterscrossing.com](http://www.watterscrossing.com) in the top toolbar for the request to attend an ACC meeting.
10. Attending and ACC meeting
  - a. Please email [acc@watterscrossing.com](mailto:acc@watterscrossing.com) a minimum of two (2) weeks prior to the date of the ACC meeting which you wish to attend.
  - b. Please include your name, address, and nature of your proposed project.
  - c. You will be added to the ACC agenda and a time will be provided for you to attend.
11. Questions on project reviews can be directed to [acc@watterscrossing.com](mailto:acc@watterscrossing.com)

### **VIOLATIONS (Completed by NMI, Neighborhood Management. ACC Volunteers are not involved in Violations)**

NMI conducts a monthly review of the 692 homes in Watters Crossing for any Violations of the Declaration of Covenants, Conditions, and Restrictions. Additionally, violations can be reported at any time, either by an ACC member or from an individual homeowner to NMI or to an ACC member.

### **FORMAL LETTERS ARE ISSUED ON ALL ACC VIOLATIONS**

1. No visit or verbal communication is done regarding the initial communication of a violation. ACC communication is in writing to ensure the violation and remedy is understood by all parties and for ACC history.
2. A first letter is issued via US Mail for a first violation. It contains the violation, the applicable Covenant, and the request for remedy within 30 days.
3. If the violation is not remedied, a second letter is sent, containing legal verbiage. This letter requests remedy within 15 or 30 days and notes what applicable fines may be assigned should the violation not be remedied.
4. If the violation is not remedied, a third letter is sent applying any applicable fines and requesting a remedy within 15 or 30 days.
5. Any further communications can result in the violation being forwarded to the attorney for Watters Crossing.