

# Fairfield Glade Community Club

## Charter for the Architectural Control Committee (ACC)

This charter was approved by the Board of Directors on **January 11, 2023**

### 1 General

- 1.1 Article VII, Section 7.09 of the Amended and Restated Bylaws and Article XII, Section 1, of the Amended and Restated Declaration of Covenants and Restrictions deals with the formation and make up of committees.
- 1.2 The committee work must comply with Fairfield Glade Community Club Covenants and Restrictions, Bylaws, Policies and governmental laws and regulations. If recommendations require changes to existing compliance documents, they should be identified and directed to the Board.
- 1.3 The majority of the members of the committee shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the members present at a duly held meeting at which a quorum is present shall be regarded as an action of the committee.
- 1.4 The committee will conduct open meetings except when the chairperson determines sensitive matters need to be discussed.
- 1.5 All open meetings of the committee shall be open to any member of the Fairfield Glade Community Club in good standing and each committee shall publish a regular meeting schedule advance. Committee meetings shall be held at least once each quarter, or more often as necessary, to carry out assignments and responsibilities.
- 1.6 Any member of the committee who could reasonably be expected to benefit in a direct and substantial way from the possible outcome of a committee action under discussion must disclose each time it is discussed that he/she has such an interest and abstain from voting on any motion affecting that interest.
- 1.7 The Board of Directors may authorize, review, and approve subcommittees for the ACC annually. The Board may approve subcommittees for specified purposes and duties consistent with the specified purposes and duties of the committee, to serve for the term **specified**. Members of the subcommittee shall be members in good standing of the Fairfield Glade Community Club but need not be members of the committee. Subcommittee members shall have no vote in deliberations of the committee. Such subcommittee shall report their recommendations to the whole committee and may not act independently of the committee as a whole. The following ACC subcommittees may be authorized, reviewed, and approved yearly by the Board of Directors:

**A. Education Subcommittee: responsible for all educational articles, Quick Reference Guide, and development of a yearly calendar of articles**

**B. Policy Review, Data, and Research Subcommittee: responsible for quarterly review of all ACC and PSC Policies, analyze data from Property Standards violations reports, send suggestions for educational articles to Education Subcommittee, and research any request from the ACC**

- Each subcommittee would have 3-5 non-voting members,
- The Board will appoint subcommittee members and review yearly: based upon recommendations from existing ACC members, and the BOD Liaison. Previous applications would be reviewed.
- BOD Liaison will monitor each subcommittee's action plan and track progress,
- Each subcommittee will develop their schedules as needed.
- No Architectural Control Office involvement will be required with the subcommittees.

**1.8** The committee serves in an advisory capacity and is at all times under the supervision and control of the Board, having only such authority as is specifically defined in this charter. This committee shall not have the right to obligate the Club in any way or in any sum. Members of this committee may gather information from governmental officials or agencies or others but shall not make any commitment for the Club without the written authorization of the Board and the General Manager of the Club. Any committee requiring legal advice must seek counsel through the President of the Board and the General Manager.

**1.9** The names of the committee, committee members and their respective chairperson shall be published and will be available at the Administrative offices and on the Community Club website.

**1.10** The Committee shall consider the community vision and mission statements when making decisions and recommendations. Here are the statements extracted from the 2018 Strategic Plan.

a) **Vision Statement:** Fairfield Glade will continue to be a growing resort/retirement community, and one of the best-value master-planned community in the U.S.

b) **Mission Statement:** The Fairfield Glade Community Club will continuously improve the resort lifestyle experience while fostering and promoting a strong sense of community.

## **2 Committee Duties and Responsibilities**

**2.1 Purpose:** The purpose of this committee is to provide member perspective on acceptable architectural standards, regulations, policies, procedures and guidelines and a method of dialogue between the members, **Architectural Control Office Staff**, General Manager, and the Board of Directors.

- 2.2** This committee shall be a Standing Committee: Standing committees are expected to continue indefinitely.
- 2.3** Although this is an advisory committee to the Board of Directors it shall perform an executive function in enforcing architectural standards on new construction and alterations. The committee will focus on preserving the harmonious design and appearance of Fairfield Glade and the protection, preservation and enhancement of the value of property within the community in the area of new construction and alterations.
- 2.4** The committee will provide a member perspective within the scope and purpose to the General Manager and the Board of Directors. The Board of Directors will provide oversight to effective relations between the committee and the Architectural Control Office Staff, receive written and oral reports from the committee, Architectural Control Office Staff or General Manager and take appropriate action.
- 2.5** The committee will develop and propose regulations to govern the form and content of plans and specifications to, be submitted for improvements to all lots or living units within Fairfield Glade subject to the Declaration of Covenants and Restrictions and the charter. and policies under which the committee may act.
- 2.6** The committee will adopt general statements of policy and rules from time to time for implementing regulations and imposing penalties.
- 2.7** The committee will review and render decisions on plans and specifications submitted in a consistently applied and expeditious manner.
- 2.8** The committee will review, discuss and report to the General Manager or his/her designated representative any problems, concerns or recommendations made by members which may require the attention of the Board of Directors or staff.
- 2.9** The committee shall submit all recommendations, proposals, rules, policies, reports, etc. to the Board of Directors for approval. No action shall be taken until Board approval has been received.
- 2.10** One of the purposes of the ACC is to assist in safeguarding Community Club member property values by recommending to the Board of Directors policies or guidelines of maintenance and usage practices within the scope of the duties and responsibilities of the committee.

The ACC shall develop and recommend to the Board of Directors strategies and guidelines for a multifaceted approach to encouraging compliance with the Declaration of Covenants and Restrictions and the various policies adopted by the Community Club Board of Directors including, but not limited to the following areas:

- Landscaping and Yard Maintenance Standards
- Parking of Vehicles, Boats, RV's, Trailers, and Campers
- Structural Upkeep and Maintenance
- Usage Standards

- Pet and Animal Housing and Feeding
- Garage Sales
- Graffiti and Signs on Residential Property

Means of identifying violation:

- Structure a method of enforcing via communications and guidelines
- Create a handout for members of existing rules, regulations and proposed rules

### **3 Chairperson Responsibilities**

- 3.1** The chairperson shall establish the meeting schedule and is responsible for notifying the committee members, Liaisons and Administration as to the time and place.
- 3.2** The chairperson shall provide a list of committee members, with contact information to Administration for publication on the Community Club website.
- 3.3** The chairperson shall prepare or cause to be prepared agendas for each meeting and distribute them to the members and the liaisons prior to the meetings.
- 3.4** The chairperson of the committee and each subcommittee shall appoint a secretary to keep minutes for the use of the committee. The secretary or a member serving as acting secretary shall take minutes at all committee meetings. Minutes shall be prepared as soon as possible after the meeting and submitted to Administration for posting immediately after approval at a formal meeting of the Committee. These minutes in general should include:
- Members present at meeting
  - Summary of activities at meeting
  - Any problems encountered and any assistance requested
  - Proposals developed at meeting
- The minutes of open meetings will be published and posted on the Community Club website.
- 3.5** The chairperson shall make recommendations from the committee requiring Board action in writing to the Board, with copies to the General Manager.
- 3.6** The chairperson shall notify applicants for committee membership after the Board's decision as to whether they were appointed or denied.
- 3.7** The chairperson of the committee, after notifying the General Manager, shall be authorized to consult with the Community Club management staff members involved in the activities of the committee.
- 3.8** The chairperson of the committee shall supervise the activity of the committee and its subcommittees, giving assistance whenever necessary and insuring that the activities of the committee and its subcommittees are coordinated. The chairperson or a designated member may attend work sessions of the Board to ensure good communications between the committee and the Board when deemed appropriate.

## 4 Board Liaison Responsibilities

- 4.1 Overview:** Board Liaisons act as advisors to the individual committees as they carry out their programs and projects. They also provide perspective when needed on the "big picture" as it relates to Board policy. The overall role of the committee liaisons is to help the committees, as needed, understand the Board mission, goals and objectives. Liaisons constitute the formal connection between the Board and the committees; however, it is important to remember that the liaisons are not formal members of the committee to which they're assigned, do not vote on committee matters, and should not attempt to influence the committee's decision-making process unless members appear to be moving in a direction that would be contrary to its charter or to Board policies, or if committee members undertake to give directions to staff members. Their principal function is to listen and to intervene when circumstances require. Liaisons are the direct link between the Board and the individual committees and should therefore accurately report committee activities and needs to the Board and provide feedback to the committee.
- 4.2** A Board Liaison serves as a non-voting member of a committee.
- 4.3** It is not necessary for the Liaison to attend all committee and subcommittee meetings but must remain cognizant of its activities.
- 4.4** The Liaison shall avoid exerting undue influence on the committee and subcommittee but may advise the committee on effects of the issue on the Community Club, staff responsibilities or other committee functions.
- 4.5** The Liaison shall keep the committee and subcommittee apprised of current Board action, budgetary constraints and activities of other committees as they affect the committee functions.
- 4.6** The Liaison is responsible for distribution of the charter to each committee and subcommittee member prior to the first meeting of a new committee and to any new committee members subsequently appointed.
- 4.7** The Liaison shall meet with the chairperson to review the charter if a new chairperson is appointed or if there are significant changes to the charter.
- 4.8** The Liaison cannot serve as an advisor to a committee if a member of the same household serves on the same committee.

## **5 Appointments & Membership**

- 5.1** The committee shall consist of three but no more than seven members. The Board recommends having five or seven members so that two or three members may rotate off the committee each year with continuity provided by the remaining members. Exceptions may be authorized by the Board if deemed appropriate.
- 5.2** The members of the committee shall be members in good standing (and remain so during their term) of the Fairfield Glade Community Club. Members of the same household cannot serve on the same committee at the same time.
- 5.3** Members who wish to serve on any specific committee must (a) obtain an application for committee membership from the Administration Offices, (b) fill out completely, sign and return to the front desk Administration Offices. For this committee, the application must be accompanied by a resume' indicating any activity or experience relating to this committee's duties and responsibilities. All committee appointments are recommended by the current committee and approved by the Board of Directors. The majority of the committee members should interview an applicant before they are recommended for appointment. When possible, the Chairperson should inform the Administration of any recommended new committee members at least one week prior to the September Board Meeting so that approved committee members can then attend the October, November and December meetings before starting their term in January. Each applicant will be notified of his or her appointment to or denial of committee membership.
- 5.4** Committee members serve at the pleasure of the Board and may be removed from office with or without cause upon written notification from the Board of Directors. A committee member may resign by submitting a letter of resignation or verbal request to the Board of Directors which will become effective the date the letter or request is received or a future date as outlined in the letter of resignation.
- 5.5** All committee members shall be appointed for a term of three calendar years unless they are being appointed to complete the term of a resigning committee member or the Board deems it advisable to allow a shorter term (in regard to ad hoc committees or to assist with the committee membership rotation process). The committee may recommend to the Board extensions (after the initial 3-year term) of one, two or three years with good reasons.
- 5.6** The chairperson of each committee shall be a member of the committee and shall be selected by committee members at the beginning of the committee's term.
- 5.7** Committee members shall treat information learned in committee meeting with appropriate respect. Sensitive information discussed in closed meetings or otherwise designated by the chair shall be kept confidential. Committee members shall only represent the committee at other meetings when authorized by the committee chairperson and in the media when approved by the Board. Committee members will be required to sign a non-disclosure agreement.

- 5.8** The Board will appoint a Board Liaison to the committee.
- 5.9** One of the members shall be designated by the Developer.
- 5.10** The Community Maintenance Senior Manager shall be a non-voting member of the committee.
- 5.11** The Architectural Control Office Staff Coordinator shall serve as the secretary for the committee.
- 5.12** The Architectural Control Office Staff reports to the Community Maintenance Senior Manager but shall be responsible to the committee for implementation of all Board approved rules and regulations, policies, requirements, and guidelines pertaining to the Architectural Control Committee.
- 5.13** It is desirable for committee members to have some background or understanding of architectural design, engineering, land planning, or construction as well as being able to understand construction plans and have good design and color visualization.

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