

Tres Palacios Oaks ACC Committee Rules & Guidelines

The Activities of the corporation shall establish an Architectural Control Committee (ACC) and shall report directly to the Board of Directors. Elections will be held and included with the ballot for the annual meeting or a special meeting called for that purpose. The Board of Directors will provide for the filling of any vacancy thereon. The committee shall adopt rules governing the conduct of its business.

The Committee shall approve in advance any construction proposed for any lot in the subdivision. The committee shall determine whether the same meets the specific requirements of the Deed Restrictions. In addition, and with limitation, the Committee shall have the right to approve the type and size of the proposed structure, the quality of materials and workmanship, the harmony of the external design in relation to existing structures, and the location with respect to the topography of the property. The Committee shall formulate an established plan with regard to all such matters and shall make the same available to all lot owners.

The committee shall have the power in specific cases where owing to special conditions, enforcement of one or more of these protective covenants will result in hardship to the lot owner, to make a special exception there to, and may substitute other conditions therefore, so that the spirit of the Deed Restrictions will be preserved.

Governing Rules:

1. The ACC will meet prior to the monthly Board meeting or when requested by the Board to expedite the plans of a property owner.
2. Any and all construction will require the property owner to submit a set of plans that clearly shows all lot lines, easements, culverts, septic systems, or other pertinent information for the ACC to approve the construction,

3. House and septic systems plans are to be approved by three ACC members. Other projects such as culverts, driveways, fences, carports etc. need to be approved by only two members,
4. Conditional approval for a permit may be granted, the application will be held in the office until the conditions are met. This means if the property owner is in the process of getting his building or septic system permit from the County, the ACC can still review plans and approve them subject to the office getting the permit from the County,
5. Should a property become a nuisance due to inactivity or decay of structures, accumulation of trash or abandoned boats, cars etc., the ACC shall request the Board of Directors notify the owner in writing of the problem(s) and request corrective action to be taken,
6. No letters to the property owners are to be sent by the ACC, all such correspondence shall come from TPOPOA office at the direction of the Board of Directors.
7. Any files or applications removed from the office by the ACC should be copies of the originals. Originals files should remain in the office,
8. A log of all activities of the ACC is to be kept in the office for the use of all ACC members and the Board of Directors; a calendar will be kept of all key action item dates and expirations of permits etc., and will be reported to the Board of Directors.
9. Should violations of the Bylaws, Restrictions, ACC rules, Conduct policies etc. of TPO occur, the Board of Directors should be notified in writing to be added as an agenda item for Board action,
10. The ACC shall consist of at least Three (3) Or more members and at least One (1) member will be a Board of Director. All of the Board of Directors may elect to sit on the ACC board if desired; however community involvement is recommended,

11. The scope of responsibility for the ACC shall not be changed except by a 2/3 vote of the Board of Directors.
12. ACC minutes will be taken at the monthly meetings and presented to the Board of Directors. Minutes of the meeting will be posted after approval,
13. All unresolved issues shall be brought to the Board of Director's in writing and added as an agenda item for Board action.