

Sea View Terrace
Architectural Control Committee Charter
(proposed February, 2025)

PREAMBLE

Article Three (3) of the Protective Covenants Sea View Terrace First Addition (the “Covenants”) adopted on the 23rd day of November, 1971 established the Architectural Control Committee (the “ACC” or “Committee”). The Committee acts as an advisory committee to the Board of Directors. Pursuant to the Covenants and Bylaws, the ACC is to provide the Board with advice and counsel on Covenant compliance, as delineated in this Charter, and as may be reviewed from time to time by decisions approved by a vote of a majority of the members of the Board.

The Board has appointed the 5th member of the Board to serve as its liaison to the ACC (the “Chair”). The Board has authorized the ACC Chair to observe and inform the Board of the status of ongoing endeavors undertaken by the ACC, and, in turn, to provide the ACC with guidance and direction as to the policies, decisions, and priorities of the Board, to ensure that the ongoing work of the ACC is consistent with its Charter and the Board of Directors purpose.

ACC PURPOSE

The Architectural Control Committee provides owner guidance and Board advise for all new structure construction, and/or requests for modification to existing structures within Sea View Terrace lots. This includes any aspect of land use and building type, membership, procedure, view restrictions, dwelling quality and size, temporary structures, easements, nuisances, garbage and refuse disposal as stated in the Protective Covenants.

Per the Covenants the ACC is tasked with review/maintenance of the following specifics:

- Construction plans / specifications (#2)
- Location of structures (#2)
- Workmanship / materials (#2)
- Harmony of external design with existing structures (#2)
- Location with respect to topography (#2)
- Finish grade (#2)
- Elevation (#2)
- Fence height / placement (#2, #5)

- Wall height / placement (#2, #5)
- Tree placement / height / maintenance (#5)
- Temporary structures / trailer parking / boat parking (#7)
- Easement locations (#8)
- Noxious / offensive activity (#10)

CHARTER/RESPONSIBILITIES

The ACC is responsible for the following guidelines:

- Review of plans and specifications submitted by lot owners and/or building contractors for ground-up building of any new structures, or additions/modification to existing structures.
- Meet with owners directly on their property to view the requested changes or additions.
- Advise the Board of owner issues pertaining to the Covenants
- Advise the Board on issues relating to Covenant non-compliance
- Adopt and amend approved written guidelines to be applied to the Committee's review of plans, specifications, maintenance, and to adhere to those guidelines when making recommendations to the Board.
- Maintain fair and equitable recommendations with impartiality.
- Such other tasks as may be requested by the Board.

The ACC is NOT responsible for:

- Assessing penalties for Covenant violations in accordance with rules and policies established by the Sea View Terrace HOA bylaws in Article II, Section 11.

REQUIREMENTS FOR MEMBERSHIP/APPROVAL

- The ACC shall consist of (3) members;
 - o (1) ACC Chair: Board liaison that heads the committee and casts the 5th vote on the Board (5th vote is consensus of all ACC members).
 - o (2) non-Board HOA members
- ACC Members need to uphold full confidentiality of all business that comes before the Committee.
- ACC Members agree that all meetings with owners require at least (1) other Committee member in attendance.

- ACC members should have a demonstrated ability to understand the Sea View Terrace Protective Covenants and be able to fairly and consistently apply them in all matters that come before the Committee.

MEETINGS / FREQUENCY

- The ACC Chair is seated by the Board/HOA and will rotate amongst its members at least every two years, but can be more frequently, at the discretion of the ACC and by Board approval.
- The ACC shall establish a schedule of quarterly meetings (attended by all ACC members) subject to changes announced by the Chair and approved by the Board. All ACC members are encouraged to attend Board meetings.
- The Board may also request special meetings of the Committee.

COMMUNICATIONS & REPORTING

- The ACC Chair must submit an agenda at least (1) day prior to a scheduled quarterly meeting to ensure that all members can review the agenda and prepare for the meeting. All ACC members are encouraged to submit an agenda item as well (at least (2) days prior to a scheduled meeting).
- Minutes must be recorded and submitted to the Board within (10) days following each meeting. Minutes shall include the date, time, place, member attendance and all votes of the meeting.
- The ACC shall provide its recommendations to the Board in a timely manner. Notifications of decisions made by the Board will be sent in writing to the lot owner within 30 days of receipt of a complete application or request and documented by the HOA.
- The ACC will maintain detailed notes by lot of all submittals/requests, and recommendations that are made regarding that lot (regardless of ownership) and kept in HOA files.
- The ACC will notify the Board when a significant issue arises from Committee interaction with a lot owner.

AUTHORITIES

- The Committee shall not enter into, modify, or terminate a contract or authorize the incurrence of an expense without first being specifically authorized by the Board.