

Bridgewood Estates Architectural Control Committee (ACC) Charter

1. Purpose:
 - a. The Architectural Control Committee (ACC), working under the authority of the BRIDGEWOOD ESTATES, Homeowners Association Board of Directors, has been created for the sole purpose of maintaining the quality and value of the entire property of BRIDGEWOOD ESTATES, DIVISIONS I, II and III.
 - b. The Committee shall have the authority to determine and establish standards, involving but not limited to, aesthetic considerations of harmony of construction and color which it determines to be in the best interest of providing for the attractive development of the Subdivision.
 - i. Since the Committee works under the auspices of the Board, any major changes to community standards or proposed changes in Committee scope must be presented to and approved by the Board before implementation.
2. References
 - a. Bridgewood Estates Bylaws dated 26 June 1999
 - b. Bridgewood Estates CC&R's dated 22 April 1994
 - c. Bridgewood Estates Rules and Regulations, Revised 2009
3. Submission of Plans:
 - a. Construction plans, drawings, specifications, and plot plans must be submitted to the ACC including the nature, kind, shape, height, materials, colors and location.
 - b. All plans are to be submitted to the Committee utilizing the ACC Request for Architectural Review Form
4. Time Period for Application and ACC Response:
 - a. Application for ACC approval must be submitted prior to commencement, erection or alteration of any building or structure.
 - b. The ACC must respond in writing within thirty (30) days after receiving a fully complete package of plans, as outlined in #2 (above).
5. Approval or Disapproval:
 - a. If the ACC fails to approve or disapprove such design and location within thirty (30) days after receiving a fully complete package of plans, approval by the ACC will not be required.
6. Areas of Responsibility/Governance:
 - a. Construction & Time
 - i. Any structure erected or placed on any lot shall be completed as to external appearance, including finish painting, within six (6) months from date framing commences.
 - b. Landscape & Completion
 - i. Landscaping projects shall be completed within 45 days from the date the project is commenced unless previously approved by the ACC.
 - ii. Landscaping includes the lawn, rock structures, shrubbery, etc., for the entire yard.

- iii. Landscaping must be consistent with existing neighborhood landscaping and shall not detract from the appearance of the dwelling.
 - iv. This does not include routine maintenance and trimming of existing shrubs and trees. Those do not require ACC approval (they are not stated in the Bylaws and CC&R's as being under the purview of the ACC).
- c. Roofs
 - i. The existing standards for roofs are cedar shake
 - ii. Alternative materials must be preapproved by the ACC (medium grade or better) or be on the list of accepted alternatives (type and color).
 - iii. Roofs must have a pitch of 6/12 or steeper.
- d. Driveways
 - i. All driveways and visible exterior walks shall be exposed aggregate concrete unless approval for use of other material is granted by the ACC.
- e. Fences
 - i. Fences and gates must be constructed of cedar.
 - ii. Chain link fencing is not permitted without prior approval by the ACC.
 - iii. Exterior design and color of fences shall be approved by the ACC.
- f. Garages
 - i. Garages are required and shall be incorporated in or made a part of the dwelling house.
 - ii. Single-car garages, carports and detached garages are specifically prohibited.
- g. Stick-Built Construction
 - i. All dwellings shall be of a "stick-built" variety.
 - ii. Mobile homes, manufactured housing, and modular homes are specifically not permitted.
- h. Storage Sheds
 - i. All storage sheds must be submitted to the ACC for approval prior to construction.
 - ii. All sheds must fit the color scheme and match the harmony of the existing exterior design and location in relation to, and its effect upon, surrounding structures and topography.
 - iii. Maximum dimensions: 10' x 12' (120 sq. ft. floor area) and 12' height.
- i. Exterior Finishes
 - i. The exterior of each home (color and finishes) must be approved by the ACC.
 - ii. No approval is required to paint using an existing color scheme; pre-approval from the ACC is required to change an existing color scheme.
- j. Colors
 - i. All colors of all exterior materials and trim features must be approved by the ACC (exception as outline in j(ii) above).
 - ii. All vinyl or aluminum painted windows shall be white, unless alternative color approved by the ACC.
- k. Maintenance of Property

- i. While not specifically stated in the References, the Board of Directors feels unanimously that the ACC should have jurisdiction over property maintenance issues that are stated in the References
- ii. To accomplish this, the ACC members can and should survey the neighborhood at least weekly to identify homes that are not in compliance with landscaping and structural guidance.
 - 1. The ACC members may enlist the aid of the Board, other committees or the community at large to identify and report homes that are not in compliance
 - 2. This does not extend to routine maintenance that may be reasonably delayed due to weather or time of year conditions
 - 3. This also does not extend the purview of the ACC to routine maintenance (tree and shrub trimming, roof treatment/cleaning, sidewalk and driveway cleaning and painting with the same color)
- iii. Once a home is identified and confirmed to be out of compliance with maintenance standards, the ACC is directed to contact the homeowner directly to determine the cause of the non-compliance
 - 1. If the non-compliance is volitional, the ACC will report the non-compliance to the community manager for a letter of warning
 - 2. If the non-compliance is due to financial issues, physical or medical disability or other cause that is reasonably beyond the immediate control of the homeowner, the ACC is empowered by the Board to organize a volunteer working party to assist the homeowner in meeting compliance x 1.
 - a. Once the home is in compliance, the situation will be brought to the Board to plan and enact a long-term solution.

7. Composition

- a. The ACC shall be comprised of at least 3 homeowner members, and should be no more than 5
- b. Ideally, there would be a member from each of the three Bridgewood sections
- c. Volunteers are solicited each year at the Annual Meeting
- d. Members are confirmed and appointed by a simple majority of the Board of Directors
- e. Members serve at the pleasure of the Board and may be asked to resign or extended by a simple majority of the Board

8. Committee Chair

- a. A Committee Chair will be appointed by a simple majority of the Board, by the Board President or by a vote of the committee members

9. Meeting Frequency

- a. Face-to-Face meetings may occur as often as monthly, but should occur prior to scheduled Board meetings
- b. Virtual meetings may occur at any time to discuss issues, vote on applications, vote on fines or notices of infractions

10. Meeting Format

- a. Face-to-Face (F2F)
- b. Virtual (phone, e-mail, chat, video)

11. Reporting and Office of Record

- a. The ACC will report to the Board at each regularly scheduled Board meeting
 - i. Items to report include number of applications received; number approved/rejected; number and type of infractions; recommendations for warnings or fines; other items as deemed appropriate by the Committee
- b. Office of Record will be the Bridgewood Estates management organization/company and the HOA web site

12. Infraction Guidance

- a. Fine Schedule
 - i. The Fine Schedule for any Rules violation will be at the discretion of the Board of Directors, and made prior to, or at the Hearing Committee meeting.
 - ii. The current Fine Schedule is as follows:
 - 1. First Offense: Warning Letter – details the infraction and the ACC- or Board-recommended resolution, as well as a reasonable timeline for completion (see #2 below, but the resolution may be allowed to take longer if approved by the ACC or the Board)
 - 2. Second Offense/No application submission by one month: \$150
 - 3. Third Offense/No application submission by two months: \$250
 - 4. For each month of no ACC application subsequently: \$250
 - 5. Fourth and subsequent Offenses: \$500