



Architectural Control Committee Charter

Pursuant to the authority granted by Washington State RCW 24.03, and by Article VIII of the Restrictive Covenants, the Board of Directors authorizes a standing Architectural Control Committee (ACC).

The ACC's purpose is to assist the membership in designing projects to be in keeping with MCCA's purpose to maintain and enhance property values. The ACC achieves this by:

1. Developing Architectural Control Guideline recommendations for Board consideration. Once a Guideline is adopted, the ACC is responsible for enforcement. The Committee will regularly review, evaluate, and communicate results to the Board.
2. Keeping the membership educated on the covenanted requirement for submittal to and written approval by the ACC for all projects affecting and/or altering the exterior appearance of any property within the Planned Residential Development, Mill Creek, including but not limited to, original construction, additions to existing structures, alterations of approved materials, painting and repainting, landscaping design and/or landscaping changes and any addition to the property (deck, patio, pool, hot tub, play structure, outbuilding, etc.).
3. Reviewing submittals to insure they are "in harmony of external design and location in relation to surrounding structures and topography" (9.1.1) and do not "detract from its (MCCA's) value as a high class residential district" (7.1.3), and that they meet all other criteria established in our Governing Documents and Architectural Control Guidelines.

Further, all committees of the Board shall operate within the following guidelines:

1. Committee members must be approved by the Board of Directors who appoints members to serve a 3-year renewable term. Vacancies are filled by persons recommended by the committee. Committee members shall act in accordance with the MCCA Covenants and Board adopted policies, always.
2. The committee shall work closely with the Association Director, channeling recommendations to the Board through that office.
3. The committee will keep a record of its actions in the form of minutes that are provided to the Board of Directors in the monthly board packet.

4. The committee will recommend all actions involving expenditures to the Association Director who may bring it to the Board of Directors for approval.
5. The committee will advise the Association Director and Board of any changes that may be necessary to the procedures or the functioning of the committee.

1. Committee Member Roles

Chair

- Serves for two years.
- Meets with MCCA Administration to prepare the meeting agenda approximately one week prior to each meeting. Sends reminder email out to committee members.
- Calls meetings to order, keeps the committee on agenda and on topic, appoints committee members to specific projects.
- Follows up on all applications issues until they are resolved.
- Writes, or has a committee member write pro-active educational articles for community newsletter, the *MillStream*. These articles are submitted to the Association office as requested by the Association Director.
- Anticipates seasonal issues, i.e., painting, landscaping, etc., and works to educate the membership about the value of working within MCCA guidelines designed to protect property values before problems arise.

Vice-Chair

- Acts on behalf of the Chair as necessary.

MCCA Administration

- This may be the Association Director or another staff member.
- Serves as a liaison between the Architectural Control Committee, MCCA members, and the Board of Directors.
- Submits a written record (minutes) of business conducted at committee meetings.
- Provides the Board with a written summary of committee actions, responds to Board inquiries, requests Board direction when appropriate.
- Maintains consistency of approval process and considerations.
- Works with residents to complete and get status updates on applications.

At-Large

All other committee members are considered “at-large.” They work with the rest of the committee to process applications as assigned by MCCA Administration. From time to time committee members will work with residents to help them plan projects that conform with MCCA Guidelines.

2. Meetings

The Architectural Control Committee will meet once a month, prior to the Board of Directors meeting.

3. Duties

The Architectural Control Committee works with residents, on behalf of the MCCA Board of Directors, to ensure that MCCA's covenants are understood and followed by MCCA residents as they work to improve their property and exterior of their home.

1. The committee shall consist of at least 6-8 members appointed to a 3-year renewable term.
2. It is important that committee members attend the monthly meeting. If a member has three or more absences in a year, it could result in dismissal from the committee.
3. The Chair serves for two years (Vice-Chair does not necessarily become the next Chair).
4. Committee members will process ACC applications in a timely manner and will notify MCCA Administration if they cannot process an application within one week so the application can be reassigned. Committee members shall also sign each form, clearly marking it either Approve or Reject.
5. If a committee member rejects an application, they will provide reasons for the rejection in the appropriate area of the application.
6. The Architectural Control Committee and the Board of Directors will, from time to time, set policies and update guidelines to clarify the original intent of the recorded restrictive covenants. Guidelines and policies are published on the MCCA website and may be mentioned in the MillStream.