



## Architectural Compliance Committee Guidelines

**Mission Statement:** The **Architectural Compliance** Committee interprets, enforces, and administers the Protective Covenants and Rules and Regulations as they apply to member improvements, including: construction, exterior remodeling, drainage on lots, culverts and ditches within the road rights-of-way, and private docks.

### 1. Authority.

- a. **Shelter Bay Community, Inc. By-Laws, Article VI, Section 7** authorizes the Board of Directors to appoint committees for the purpose of carrying out and administering the covenants, restrictions, terms and conditions of the Declaration of Protective Covenants and the Rules and Regulations. Such committees shall make recommendations to the Board of Directors for the establishment of rules and regulations to ensure the use of property by members is in keeping with the purposes of the corporation.
- b. **Shelter Bay Community, Inc. Declaration of Protective Covenants, Article II, General Purposes and Conditions** provides that Shelter Bay property shall be subject to such Covenants in order to:
  - insure the best use and most appropriate development of each building site,
  - protect the owners of building sites against improper use of the surrounding building sites,
  - preserve the natural beauty of the property,
  - guard against erosion and poor design,
  - obtain harmonious color schemes,
  - insure the highest and best development of property,
  - encourage and secure the erection of attractive homes with appropriate locations on building sites,
  - secure proper setbacks from streets and adequate free spaces between structures, and
  - provide for high quality improvements to the property, thereby enhancing the value of investments made by owners or leaseholders.
- c. **Shelter Bay Community, Inc. Declaration of Protective Covenants, Article IV, Covenants and Restrictions** provides the committees the authority to ensure compliance with its restrictions as to land use, architectural control, building size, garages and carports, setbacks, lot size, drainage, fences, off-street parking, ingress and egress, fuel tanks, piers and floats, exterior lighting, and other areas as further defined in said Covenants.
- d. **Shelter Bay Community, Inc. Rules and Regulations, Part II – Administrative Chapter 20** provides the missions and policies of the committees and designates the Architectural Control Committee (ACC) as a Standing Committee appointed by the Board of Directors.

## 2. Operating Guidelines.

### a. Committee Meetings and Membership.

- 1) **Regular Meetings.** The ACC will meet regularly at a date, time and place to be publicized as duly authorized. Member permit applications for Building Committee action must be in by 12:00 Noon on the Wednesday before the week of the meeting in order to be placed on the Agenda.
- 2) **Committee Membership.** The ACC shall consist of seven members (2 of which shall also be members of the Board of Directors). Committee Members serve for a term of one-year, beginning on July 1<sup>st</sup> and ending on June 30<sup>th</sup> of the following year. At least four members are needed to constitute a quorum for the transaction of Committee business. In addition to the seven regular members, the Board may appoint Alternate Members to the Committee who are authorized to act as a regular member of the Committee if needed to reach a quorum.
- 3) **Committee Chairperson and Vice Chairperson.** The Committee will appoint a chairperson who will provide an agenda for the regular and special meetings of the committee, conduct all such meetings, and prepare and deliver correspondence and reports as necessary. The Committee will also appoint a vice chairperson who will perform these duties of the absence of the chair.
- 4) **Committee Secretary.** The Building Committee will appoint a secretary who will provide members with their agenda materials, take meeting minutes, and place a copy of such documents in a book in the Business Office. Records pertaining to the lots shall be kept in the lot files.

### b. Conducting Business.

- 1) **Construction Guidelines.** The ACC will administer the Shelter Bay Community, Inc. Construction Guidelines by:
  - Accepting and reviewing construction certificate of compliance applications.
  - Making site-visits as appropriate to perform all necessary inspections and ensure compliance.
  - Granting or denying variances and providing the rationale for such action.
  - Inspecting and finalizing all exterior construction projects.The Construction Guidelines are attached and become a part of these Committee Guidelines.
- 2) **Education and Compliance.** The ACC, Manager, and Compliance Officer are authorized to act on compliance issues in accordance with Rules and Regulations, Part I.
- 3) **Decision Review.** If a member disagrees with a decision of the ACC, such member may request a formal review of that decision using the process provided for in Rules and Regulations, Part II – Administrative, Chapter 20.010.030.