

ARCHITECTURAL CONTROL COMMITTEE**CHARTER****RIVERCHASE COMMUNITY ASSOCIATION**

WHEREAS, it is in the best interest of the homeowners and the Riverchase Community Association to have a committee to regulate the design, use, and appearance of the lots and common areas in order to preserve and enhance the Property's value and architectural harmony, and

WHEREAS, the Board of Directors supports the need for such a committee; and

NOW THEREFORE LET IT BE RESOLVED, that the Board of Directors of the Association does establish by this resolution a committee as a standing committee of the Association as the architectural control committee, hereafter known as the ACC.

ARTICLE I**DUTIES AND FUNCTIONS OF THE COMMITTEE**

The purpose of the ACC is to insure members of the Association comply with the rules set forth in the Declarations of covenants, conditions & restrictions for Riverchase. The committee consist of three (3) voting members.

The Committee shall

1. Prepare a roster showing names, addresses, and phone numbers of members and officers of the Committee. The Committee shall endeavor to keep the roster current. A copy of the current roster shall be filed with the Managing Agent and the Board of Directors and additional copies are to be available to the members of the Association via the Association Web site and periodic entries in the Association Newsletter.
2. Nominate and elect a slate of officers as specified in Section II, paragraph (1) of this document.
3. Meet monthly; however, in any case shall meet as often as necessary to complete its assigned responsibilities.
4. Review all applications forwarded by the managing agent for review and compliance with all conditions set forth in the Riverchase community declarations, and forward such reviewed documents with the appropriate comments back to the managing agent for forward to the homeowner.
5. Prepare and present to the Board of Directors comprehensive and complete minutes of all committee meetings, those minutes to be delivered to the Managing Agent, the Board of Directors at the next scheduled Board meeting, and posted on the community web site.
6. Coordinate with the Board to publish architectural restrictions, guidelines, and standards developed by the ACC, subject to revision from time to time, including revisions to reflect changes in technology, style, and taste.

7. Consist of (3) three members including one (1) chairperson, one (1) vice-chairperson, and one (1) secretary/treasurer to the committee.
8. A committee member shall be considered inactive who, without good cause, fails to attend three (3) consecutive meetings.
9. Comply with the Board of Directors Resolution "Committees Generally".

ARTICLE II

DUTIES AND RESPONSIBILITIES OF COMMITTEE OFFICERS

1. Committee members are appointed by the Board of Directors and serve at the pleasure of the Board. The Committee shall nominate and elect a chairperson, vice-chairperson, and secretary/treasurer at the first Committee meeting held within fifteen (15) days following the Association's annual meeting. The names of the persons elected to such offices shall be presented to the Board of Directors for final confirmation. All officers shall serve for a one (1) year term which shall expire at the close of the annual meeting of the members of the Association in the following year; or unless, the Board extends their term to allow for the appointment of their successors.
2. Officers shall be as follows: chairperson, vice-chairperson, and secretary/treasurer.
3. The duties and responsibilities of the chairperson shall be as follows:
 - Designate the time and place of the meeting, call the meeting to order, and conduct the meeting.
 - Act as a liaison between the Committee, other Committees, the Board of Directors, and the Managing Agent.
 - Be present at all Committee meetings and Board of Directors meetings at which a report of activities shall be presented.
 - Forward all recommendations and such to the Managing Agent and/or the Board of Directors.
4. The duties and responsibilities of the vice-chairperson shall be as follows:
 - Assist the chairperson during the Committee meetings
 - In the absence of the chairperson, designate the time and place of the meeting, call the meeting to order, conduct the meeting.
 - In the absence of the chairperson, act as a liaison between the Committee, the Board of Directors, and the Managing Agent.
 - Be present at Committee meetings and in the absence of the chairperson, be present at the Board of Directors meetings at which a report of activities shall be presented.
 - In the absence of the chairperson, forward all recommendations and such to the Managing Agent and/or Board of Directors
5. The duties and responsibilities of the secretary/treasurer shall be as follows:

- Record and keep comprehensive and complete minutes of all committee meetings
- Forward the minutes to the Committee members, Managing Agent, and/or Board of Directors.
- In the absence of the chairpersons, designate the time and place of the meeting, call the meeting to order, and conduct the meeting.
- In the absence of the chairpersons, act as a liaison between the Committee, the Board of Directors, and the Managing Agent.
- Be present at all Committee meetings and in the absence of the chairpersons, be present at the Board of Directors meetings at which a report of activities shall be presented.
- In the absence of the chairpersons, forward all recommendations and such to the Managing Agent and/or Board of Directors.