



## Coca Lake HOA Architectural Control Committee

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P.O. Box 411  
Cataula, GA 31804

Plans for new construction must be submitted to the ACC for approval...thanks!

### COMMITTEE OPERATING PROCEDURES

**General:** These procedures are intended to provide guidance regarding the functioning of the Architectural Control Committee (ACC) of the Coca Lake Homeowners Association (CLHOA), and to outline the review and approval process for architectural approval requests from homeowners and contractors. They are intended as internal operating procedures for the ACC, but may be provided to CLHOA members, upon request. Actions taken by the ACC which do not follow these procedures should be rare, documented appropriately, and retained on file for a minimum of three years. The ACC will conduct an annual review of such exceptions to determine if the operating guidelines should be altered to reflect a change in procedures.

**Membership:** The ACC shall consist of six members selected from the CLHOA membership by the CLHOA Board of Directors, from the nominations received from any current member of the HOA. The members shall be members in good standing of the CLHOA, and one of the six shall be the Developer. Membership on the ACC is a 5-year term, and members may be reelected to successive 5-year terms.

**Meetings:** Meetings shall occur with 5 days notice from the Chair of the ACC to members of the ACC when matters are placed on the agenda of the ACC by any member of the ACC, when architectural requests are submitted or when violations of the ACC are brought to the attention of the Chair of the ACC. The date and time of the meeting may be changed by a majority of the members of the ACC notifying the Chair by telephone or email that they will be unable to attend the scheduled meeting. Four committee members must be present for action to be taken. (Exceptions: When circumstances prevent a member from attending a meeting, that member may visit the Developer's office to review requests in person, recording his vote for or against each, with written comments supporting any 'NO' vote. This procedure should be the exception rather than the rule.

**Requests:** Architectural requests will be submitted to the "Developer," as he routinely deals with general contractors and homeowners and has an administrative support structure as part of his business. The "Developer" will conduct a preliminary review of each request to assure it has the necessary elements to permit the ACC to make a decision (plans, descriptions, drawings, etc.). The "Developer" will contact the individual submitting the request if required elements are missing and invite their submission before the next scheduled ACC meeting. The 30-day window for ACC decision will not begin on any request until it is complete. Incomplete requests for which the "Developer" has no current updates will be returned to the requestor following any ACC meeting, with a listing of the missing elements and a letter stating the request has been disapproved, pending submission of additional supporting documentation.

Decisions: Approval of requests by the ACC requires four “yes” votes. Requests failing to get four or more “yes” votes are considered “disapproved” and the requestor will be notified in writing of the ACC’s decision and rationale. All requestors with proposals before the ACC will receive written notification concerning the disposition of their request.

Violations of the CLHOA Covenants: Architectural violations (i.e. projects which did not adhere to original approved plans, or projects which were not submitted to the ACC for approval) that come to the attention of the ACC will be verified by at least two members of the ACC and discussed at the next scheduled ACC meeting. When possible, photographs of the violation should be available for review by the rest of the ACC. Validated violations will be brought to the attention of the builder, or homeowner, in writing, with follow-up action as appropriate, if the violation is not corrected within a reasonable time. Most violations should be resolved before the next scheduled meeting of the ACC, but the committee should apply reason and good judgment to situations which may require more than 30 days to remedy.