Windsor Park

Architectural Control Committee (ACC)

Roles and Responsibilities

**Upholding Standards Set by CC&R’s**

The Windsor Park CC&R’s cover some of the basic roles of the ACC with regards to reviewing proposed changes to landscaping, painting, sheds or other types of projects a home owner may wish to perform. There is a formal, yet simple process, for reviewing these requests with the intent of preserving the look and feel of the entire neighborhood. Typically this involves reviewing the CC&R’s, and with some interpretation, deciding as a Group what is the best course of action for that particular project. See the ACC Process Document for additional information about the ACC and the approval forms. Every ACC member should become familiar with Articles IX and X of the CC&R’s as these sections will be guiding most, if not all, of the decisions that need to be made by the ACC. Each year one member of the ACC will need to agree to chair the committee and serve as a point person for homeowner inquiries as well as a liaison to the Board.

**Maintenance and Monitoring Of Common Areas**

While we have a landscaping company (JP Landscaping) that takes care of our perimeter common areas (lawn and planting areas) a representative from the ACC should meet with JP Landscaping once or twice a year to discuss current performance of work, any future projects, assess the condition of the sprinkler system and provide feedback on how things are going. Concerns, upgrades or repairs to common area landscaping, lighting or irrigation should be discussed with other ACC members as necessary for input and then coordinated with the Treasurer and the Board prior to implementation to ensure adequate funding is available. Someone from the ACC should be responsible for monitoring the sprinkler systems at both entrances for the common areas. This includes setting controller boxes for both the frequency and amount of watering for the various lawn and shrub zones during spring, summer and fall. It is also a good idea to occasionally check the status of landscape and street lighting at both entrances to ensure each fixture is working properly.

In the case of repairs to the perimeter fence, someone from the ACC has to be responsible to seek bids/quotes from qualified vendors and then work with the Treasurer and Board to determine whether an insurance claim will be needed and to identify what sources of the budget will be used to complete approved repairs. Other major projects in common areas that are sizable in nature have to follow a similar process of seeking bids and being incorporated into the WPHOA budget.

**Neighborhood Involvement**

At times the ACC has organized neighborhood work parties to accomplish tasks such as spreading mulch at the entrances. This not only saves a significant amount of money in labor it’s a great way to meet neighbors and accomplish a common goal of improving the neighborhood. Anyone is free to help with these types of projects but the prior ACC members would have helpful info on companies used before and how much material to order etc.