

The Lakes at Mercer Island
Process & Procedures for the Architectural Control Committee
March 1, 2017

The Architectural Control Committee (ACC) is established pursuant to the Declaration of Covenants, Conditions and Restrictions of The Lakes at Mercer Island Homeowners Association (the CCRs of the Association), as amended from time to time. The Association's Board of Directors appoints the members of the ACC. The role of the ACC is to review homeowner proposals to alter the exterior construction of homes and certain landscaping, all as prescribed by, and subject to, the CCRs. Proposals that are subject to ACC review are summarized in the Association's Quick Reference Guide which is available on the ACC tab of the Association's website (www.thelakesmi.com).

The Board has adopted the following procedures relating to the ACC's organization, review of homeowner applications and recordkeeping requirements.

ACC Organization and Reporting Policies

1. The ACC will appoint a Chairperson who will have primary responsibility for coordinating ACC activities, communicating with homeowners and reporting to the Board of Directors. The Chairperson may delegate responsibilities to another member of the ACC and such delegations will be reflected in the ACC records. The ACC will appoint a Secretary who will be responsible for maintaining the ACC's email address, books and records and for receiving and distributing communications from homeowners to the members of the ACC.
2. The ACC will provide a report to the Board of Directors quarterly for the Board's meetings in March, June, September and December¹ or as otherwise requested by the Board. Each report should contain the following:
 - a. Tabular information regarding the types of homeowner applications received, whether the application was approved, denied or modifications requested by the ACC, and whether neighbors' comments were requested, and if so, whether received;
 - b. The votes of each member of the ACC with respect to each application; and
 - c. A discussion of other ACC activities during the preceding quarter (e.g. street tree maintenance).

For any application denied by the ACC or for which modifications were requested, the report shall include a discussion of the reasons for denial or modification and the CC&R or other policy adopted by the ACC and approved by the Board of Directors supporting any such ACC decision or request. The Chairperson or another designated member of the ACC will attend the Board meetings when ACC reports are presented.

3. The Chairperson or another designated member of the ACC will provide a report of ACC activities at each annual meeting of the homeowners.

ACC Review Process and Records

¹ The months were chosen so that the Board will receive a report in the month prior to the annual meeting in October.

1. Homeowner applications will be assigned a control number to track the request (year.sequential request number.lot number (i.e., 2011.3.25)). The application data will be logged into a spreadsheet for tracking and follow-up. Amendments to applications will be filed under the control number assigned to the initial application.
2. Applications and accompanying documentation will be circulated by the ACC Secretary to all ACC members for review. The ACC will review and approve an application within 30 days of receipt of a fully completed application. If supplemental materials or modifications of any plans are required by the ACC, a new review period will commence once the homeowners have modified and submitted the requested information for review.
3. The ACC will meet in-person or telephonically or confer by email to review all applications. Site visits by ACC members will be scheduled as determined necessary by the ACC. A majority of ACC members is required to approve an application unless, as required by Article VII of the CC&Rs, there are only three members of the ACC, in which case all decisions must be unanimous.
4. Documentation of decisions will include:
 - a. The basis for any denial or request to modify an application by reference to relevant provisions of the CC&Rs or ACC policies approved by the Board of Directors;
 - b. If a decision is non-unanimous, a summary of the basis for any objection; and
 - c. All written communications to homeowners or, if verbal, a written summary attached to the application.
5. ACC decisions with respect to applications will be recorded on the tracking form, including the vote (for, against, abstain or absent) and the date of each vote if a vote is taken other than at an in-person meeting. Decisions made by email correspondence will provide ACC members at least five (5) days' to review an application or reflect on other ACC decisions after which such ACC member may be determined to be "absent".
6. All ACC approvals of applications must be documented by the Chairperson's and homeowners' signatures on the application. A copy of the approved application will be provided to the homeowners.
7. Hard copies of each application and supporting documentation will be filed in a binder by calendar year for permanent retention.
8. The ACC Secretary will produce minutes of all in-person or telephonic meetings of the ACC at which homeowner applications or material policies of the ACC are discussed. Minutes will be approved by the ACC and filed in its permanent records.
9. When an application is submitted by any member of the ACC, the Board of Directors or other officer of the Association, the applicant will recuse him/herself from decision-making and final decisions regarding approval, modification or denial. Both the ACC and the Board of Directors must review any application submitted by an ACC or Board member and agree for final approval to be given.