

# BAYWINDS COMMUNITY ASSOCIATION, INC,

## ARCHITECTURAL CONTROL COMMITTEE

### Alterations / Improvements Requiring Application to Master ACC

Applications to the Master ACC shall be required for the following proposed alterations/improvements by Baywinds Homeowners:

- Changes in a Home's roof color, material or design
- Installation of Solar Panels
- Installation of Sky Lights
- Installation of Satellite Dishes
- Installation of Permanent Generators and Fuel Tanks
- Any material changes to the footprint or façade of a Home

For the purpose of implementing these rules, the following shall apply:

- "Footprint" shall mean the original square footage of the ground floor level of the Home, including its shape/outline at ground level, as originally constructed by the developer.
- "Façade" shall mean the appearance of any exterior wall of the Home (front, back and side walls) as originally constructed by the developer.

The Master ACC will develop, for the approval of the Board of Directors, Baywinds Community Standards for the above-noted items that will be used to guide Master ACC review of Applications. Community Standards developed by the Master ACC and approved by the Board of Directors shall be published and distributed to all Baywinds Homeowners.

# BAYWINDS COMMUNITY ASSOCIATION, INC,

## ARCHITECTURAL CONTROL COMMITTEE

### Requirements for Master Application for Alterations

All applications to the Master ACC for alterations/improvements shall be accompanied by a completed form entitled "Master Application for Alterations" (Master Application) established for this purpose by the Master ACC.

To receive consideration by the Master ACC, all applications shall consist of the Master Application Form and, at a minimum, shall include:

- Copy of the homeowner's Plat Survey indicating the location of the property on which the alteration(s)/improvement(s) are to be constructed
- Sketch of the requested alteration(s)/improvement(s) with actual dimensions and indicating the design, size, shape, color, etc. of the proposed alteration(s)/improvement(s)
- Copies of all Contractors Licenses,
- Copies of all Contractors Liability and Workman's Compensation Certificates,
- Neighbor's Consent Form, where applicable, as per Neighborhood Standards.

Further, when considering an Application, the Master ACC may request additional information that the Master ACC determines, in its sole discretion, to be necessary for consideration of the Application.

In addition to the above, the Master ACC may, with the approval of the Board of Directors, amend these requirements, from time to time. Approved amendments to the requirements shall be published and distributed to all Baywinds Homeowners.

**BAYWINDS COMMUNITY ASSOCIATION, INC.,**  
**ARCHITECTURAL CONTROL COMMITTEE**

**Administrative Procedures for Review of Master Applications for  
Alterations <sup>(1)</sup>**

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**Meeting Schedule and Notification**

The Master ACC shall meet once per month. An annual schedule stating the date, time and place of each monthly meeting shall be prepared by the Committee in January of each year and shall be conspicuously posted in Club Baywinds.

Meetings of the Master ACC shall require a minimum of forty-eight (48) hours prior notice to the community. Notice of a meeting may include posting of a notice in Club Baywinds and/or on Baywinds Community Channel 63. Notice may also be posted on the Baywinds Web Site [www.BaywindsHOA.com](http://www.BaywindsHOA.com)

If necessary to comply with time frames for Committee action on applications as mandated by the Master Declaration, the Master ACC may hold additional meetings. The need for an additional meeting in any month shall be determined by the Master ACC Chairperson. All additional meetings of the Master ACC shall be properly noticed in accordance with the above requirements.

**Master Application for Alterations Form**

A Master Application for Alterations Form may be obtained at the Management Administrative Office located at Club Baywinds. Completed Application forms, with all required attachments and any additional information the Applicant wishes to provide, shall be submitted at the Management Office. Management Staff, on accepting an Application, will date and initial the Application in the upper right hand corner to indicate the date of receipt of the Application.

**Notification to Neighborhoods of Receipt of Application**

Upon receipt of a Master Application for Alterations Form, Management shall notify the Master ACC Chairperson and Secretary that an Application Form has been received. Notification may be by email or telephone. The Master ACC Secretary shall, in turn, notify the Master ACC Representative for the Neighborhood from which an Application Form has been received that an Application has been submitted and the nature of the requested alteration/improvement. Notification may be by email or telephone. Notification to the Neighborhood Board shall be the responsibility of the Neighborhood Master ACC Representative.

**Administrative Review Procedures**

A Master Application for Alterations submitted to the Master ACC for consideration shall be acted upon in the following manner:

**Register of Master Applications for Alterations**

- All Master Application for Alterations Forms submitted to the Master ACC shall be entered into a Register of Applications maintained by the Secretary of the Master ACC.
- The Secretary shall record in the Register of Applications all actions taken on Applications by the Master ACC

### Review for Completeness

- Applications submitted for consideration will be reviewed for completeness by the Master ACC Secretary in consultation with the Chairperson or Co-Chairperson. Complete Applications shall consist of the items stated in the "Requirements for Master Application for Alterations".

### Complete Applications

- Complete Applications shall be recorded in the Register of Applications maintained by the Secretary of the Master ACC. The Application shall then be placed on the next Master ACC agenda for consideration.
- The Secretary shall notify the Neighborhood Representative of the date that the Application will be on the Master ACC agenda and of the nature of the requested alteration/improvement. Notification to the Neighborhood Board shall be the responsibility of the Neighborhood Master ACC Representative.

### Incomplete Applications

- Applications determined to be incomplete shall be recorded in the Register of Applications and will be returned to the Applicant by the Secretary with a request, in writing, for the required information.
- Incomplete Applications shall be placed "on hold" pending Master ACC receipt of the requested information. The Secretary shall note this action in the Register of Applications.
- If no response to the request for information is received from the Applicant within thirty (30) days of the date of the written request for information, the Application shall be considered to be withdrawn.

### Requests for Additional Information

- The Master ACC may request additional information that the Master ACC determines, in its sole discretion, to be necessary for consideration of the Application.
- The Secretary shall request of the Applicant, in writing, the additional information the Master ACC determined is needed for consideration of the Application. The Secretary shall note this action in the Register of Applications and the Application shall be placed "on hold" pending Master ACC receipt of the requested information.
- A request for additional information may be made by email, if the Applicant provided an email address on the Application Form submitted by the Applicant.
- If no response to the request for additional information is received from the Applicant within thirty (30) days of the date of the request for information, the Application shall be considered to be withdrawn.

### Review of Applications

- Review of a complete application by the Master ACC and notification to the Applicant shall be completed within thirty (30) days, in compliance with the Master Declaration.
- The Secretary shall provide written notification to the Applicant of the Master ACC determination with regard to the Application submitted by that Applicant.

- The Secretary will provide to the Neighborhood Master ACC Representative a copy of the Master ACC notification to the Applicant for the Neighborhood's records.
- It shall be the responsibility of the Master ACC Representative, for the Neighborhood from which an Application was received and acted upon, to notify the respective Neighborhood Board of the action taken by the Committee with respect to an Application.

#### Appeal of Master ACC Determinations

- In the event of the disapproval of an Application by the Master ACC, the homeowner may request a hearing before the Master ACC for additional review of the Application, pursuant to Section 19.8.5 of the *Master Declaration*.
- In the event that the final decision of the Master ACC is disapproval of the Application, the homeowner may appeal the disapproval of the Master ACC to the Board of Directors, pursuant to Section 19.8.6 of the *Master Declaration*.

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<sup>(1)</sup> Approval by the Master Architectural Control Committee is for appearance only and does not imply that any review has been made of the structural or other adequacy of the requested alteration(s)/improvement(s) nor does it replace or in any way substitute for approval by appropriate governmental authorities.