

ACC Member Expectations

Objective

This document is to provide expectations for volunteering and participating on The River Crossing Architectural Control Committee (ACC).

Duties

1. Become familiar with the DCCR's for River Crossing and the Architectural Construction Guidelines.
2. Participate weekly or more by commenting and voting on improvement projects uploaded to UManage, (An online collaboration device for reviewing projects), using knowledge of the DCCR's and Architectural Construction Guidelines.
3. Participate and Lead refund inspections associated with improvement projects.
4. Participate in periodically called meetings of the ACC to discuss specific issues.
5. Comment and vote on Variances associated with improvement projects
6. Participate and recommend updates to the Architectural Construction Guidelines.
7. Help friends and neighbors to comply with the DCCR's and Architectural Construction Guidelines associated with improvement projects.

Expected Commitment

General Members will need to be able to commit to spending about 1 to 2 hours per week doing these activities for the ACC to be functional and meet the needs of the River Crossing POA.

ACC Chairperson Expectations

Objective

This is to provide guidance for the ACC Chairperson duties in addition to all of the above member expectations.

Duties

1. Meet all of the above expectations for general ACC members.
2. Lead all general members by prompting for reviews and refund inspections.
3. Monitor the ACC Webmail address twice a week and respond to questions and submittals.
4. Upload to UManage refund inspections and all submittals for improvement projects that include the required deposit receipt. If no deposit receipt is available, forward these to the management company to address.
5. Monitor and remind people about submitting refund inspection requests using UManage and the Builder Bond list sent by the management company and Board liaison.
6. Set up and lead ACC face-to-face meetings as required.
7. File all notarized and signed Variances with the Comal County Annex Court Clerk.

Expected Commitment

The Chairman is estimated to require a commitment of about 3 to 4 hours per week to achieve the functionality of the ACC.