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 in or 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 understand and comply with the DCCR's and Architectural Construction Guidelines associated with improvement projects.

Expected Commitment

In general, Members will need to spend about 1 to 2 hours per week, depending on number of projects, performing 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 the above member expectations.

Duties
1. Encourage members to participate in reviews and refund inspections.
2. Monitor ACC Webmail address twice-each-week and respond to questions and submittals.
3. Remind property owners to submit the Refund Inspection Request upon completion of their project. Request form is on the POA website under ACC. Tracking is done using the ACC Working File and uManage.
4. Upload to uManage refund inspections.
5. Set up and lead ACC face-to-face property owner meetings as required.
6. File all notarized and signed Variances with the Comal County Court Clerk.

Expected Commitment

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

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