

## ROLE OF ACC FACILITATOR

- I. Facilitate the Resident Submitting a Request
  - a. Explaining, if requested, the process
    1. The ACC's timetable
      - a. Two weeks a written response is required by CC&Rs
      - b. No response, after 30 days, resident can continue with request
    2. If the ACC cannot come to unanimous decision the resident's request goes to the BOD for a decision
    3. Help, if asked, to complete the request ensuring that proper documentation is included
  
- II. Facilitate distribution of request to ACC members and coordinate member responses.
  - a. Within one day of receiving the resident's request disseminate it, electronically, with any project documentation to all ACC members.
  - b. Ideally, within three days members (either individually or meeting together) render a decision on a simple request. If more time is needed for examination or further documentation, it would be extended for a maximum of two weeks for a decision. For example, construction issues, change of exterior paint, shingle color, or extensive landscaping alterations.
  - c. Facilitator would return request with YES, CONDITIONAL YES, or NO. The request would be returned to Fox, the BOD liaison and chair of ACC committee.

Adopted by the Board of Directors

March 21, 2024