

Organization of Tiffany Park Homeowners
Guidelines for Operation of Architectural Control Committee

Revised Draft March 6, 2022

1. General Mission of the Architectural Control Committee (ACC)
 - a. The ACC is responsible for interpretation of the CC&Rs (Covenants, Conditions and Restrictions of the Organization of Tiffany Park Homeowners) and has the right, but not the obligation, to enforce any or all provisions within these CC&Rs.
 - b. The CC&Rs were designed to maintain property values and promote a sense of community by focusing on "Curb Appeal." As a basic rule – the ACC must review and approve any project that can be seen from the street.
 - c. The nature and extent of projects that require submission, approval and notification are specifically set forth in Article III of the original CC&Rs (Article 2 of CC&Rs for subsequent phases). In general, The ACC reviews and approves all projects in the HOA involving initial construction and subsequent improvement of buildings, fences, pavements, and landscaping as further herein described.
 - d. No Improvement will be erected, constructed, placed, altered (by addition or deletion), maintained or permitted to remain on any portion of a lot in Tiffany Park until plans and specifications, in such form and detail as the ACC may reasonably deem necessary, have been submitted to and approved in writing by the ACC.
 - e. The ACC's decision on any project will be made in its sole discretion and will be final, conclusive, and binding upon the applicant and all owners of property within Tiffany Park.
 - f. All decisions made by the Committee may be appealed to the Board, as prescribed by the *209 Hearing Policy* for the Organization of Tiffany Park Homeowners, Inc. Upon majority vote of the Board, such appeals may be upheld, reversed, or remanded back to the Committee for further consideration.
 - g. Approval of plans and specifications will be based, among other things, on adequacy of lot dimensions, structural design, conformity, and harmony of external design and of location with neighboring structures and lots, relation of finished grades and elevations to neighboring lots, and conformity to both the specific and general intent of the CC&Rs.
 - h. Additional description of the ACC is provided in Article III of the original CC&Rs (Article 2 of CC&Rs for subsequent phases).

2. Membership of the ACC

- a. Members of the three-member ACC will be appointed by the Board of Directors of the Organization at the last regular meeting of the year with new terms beginning January 1.
- b. Appointees to the ACC may not be a current board member; a current board member's spouse; or a person residing in a current board member's household.
- c. Members will serve for two years with two members appointed to begin serving in even-numbered years and one member appointed to begin in odd-numbered years.
- d. The Board will appoint one member of the ACC to serve as chair.

3. Nature and Extent of Projects Requiring Submission for Approval by the ACC

- a. New construction on any lot: The initial construction of any residence or vertical structure to include exterior finishes, colors, landscaping, fencing and drainage.
- b. Improvements: Subsequent construction or external modification of existing conditions or appearance of any building, roofed structure, addition or extension to a dwelling, fencing, walls or any changes in any exterior color or shape
- c. Not included are buildings, roofed structures, additions, or extensions on to dwellings, fences, walls, swimming pools, garden shrubs, tree replacements or landscaping that are not visible from the Street.

4. General Review Documentation to Be Submitted to the ACC

- a. Approved for construction design drawings to include exterior elevation views and color and finish schedules
- b. Material Specifications
- c. Drainage Plan
- d. Landscaping Plan
- e. Diagrams and sketches with dimensions or provided scale
- f. Others as required by the ACC based upon unique nature of the project

5. ACC Review Considerations

- a. Conformity to the specific and general intent of the CC&Rs
- b. General appearances
 - i. Harmony of external design and location to neighboring structures and lots
 - ii. Grade elevations in neighboring lots
- c. Lot dimensions: Conformance to City of Bryan code requirements

- d. Structural design
 - e. Landscaping
 - i. Reasonable effort must be made to preserve the existing tree and vegetation in initial construction and subsequent improvements.
 - ii. Front yards will be fully sodded using St. Augustine or Bermuda grasses, or such other grasses
 - iii. Minimum landscaping requirements for front yards will require trees and shrubbery valued at no less than \$500
 - f. Drainage
 - i. Finished grades and elevations to neighboring lots
 - ii. All new residential construction will include a drainage plan showing how drainage from the subject lot is to be discharged into the City of Bryan's storm water system.
 - iii. Drainage will be discharged to the Street either by grading the surface of the lot or through a sub-surface system, such as a French Drain.
 - iv. Drainage will not be discharged on to adjacent lots.
 - g. Fence Guidelines were approved and published by the Board of Directors in June 2020, <https://www.tiffanyparkhoa.org/pdfs/Tiffany-Park-Fence-Guidelines-Revised-v3.pdf>.
 - h. The criteria for submission, approval and notification are more specifically set forth in Article III of the original CC&Rs (Article 2 of CC&Rs for subsequent phases).
6. Application and Approval Procedures
- a. Applications for review and approval of projects by the ACC are submitted with supporting documentation by email to BHHSCaliber.
 - b. BHHSCaliber will forward the documentation to ACC members with a copy to the board president.
 - c. The ACC will respond to the application within sixty (60) calendar days otherwise the application is considered approved.
 - d. The ACC may correspond by email, meet in person, or conference by phone in the process of reviewing the application.
 - e. After the ACC review of the application, the members will vote and report that vote to the ACC chair. Two positive votes are necessary to approve the project.

- f. Variances and exceptions may be permitted, but only after review and written approval by the ACC.
- g. The ACC chair will forward the results of the vote to BHHSCaliber with a copy to the board president.
- h. BHHSCaliber will notify the applicant of the ACC's decision in writing.
- i. If the ACC does not approve the application, the homeowner will be informed of their rights to appeal the decision to the Board of Directors. (See the draft letter provided.)
- j. Appeal procedures are prescribed by the *209 Hearing Policy* for the Organization of Tiffany Park Homeowners, Inc.

These Guidelines were endorsed by a majority vote of the Board of Directors on May 16, 2022.