

Dear Potential ACC Volunteer:

Thank you for considering a position on the Rosewood Hill Architectural Control Committee (ACC). The ACC is an important part of our neighborhood and we're excited that you are interested in being a part of it.

What is the ACC and what do they do?

The ACC reviews and approves/disapproves all individual property owner requests for improvements to their existing home, or, building plans in Rosewood Hill. The covenants of Rosewood Hill identify the authority and responsibility of the ACC along with each section's deed restrictions. Please take a minute to review these covenants which can be accessed on the HOA website at <https://www.rosewoodhillhoa.com/hoa-info-page/deed-restrictions-by-laws/> as well as the Architectural Control Guidelines included on page 8.

What is the weekly time commitment?

2-4 hours per month is the expected time commitment, but there may be an occasional short turnaround request which could require additional time.

For how long will I be volunteering?

The ACC consists of 5 members who are appointed by the HOA Board. The ACC is overseen by the HOA Board President. An ACC appointment is for a minimum of 1 year.

What type of interaction is required with other Rosewood Hill property owners?

We realize that being an ACC member is difficult at times and may require denying a request that does not meet the deed restrictions/covenants of a respective Rosewood Hill section. To alleviate some of this stress, we have established a documented process where the Clerical Coordinator, Darrylenn Akerman, is the primary liaison between the ACC, and the owners and the builders.

Please answer the following questions to be considered as an ACC member:

1. How long have you lived in Rosewood Hill? _____
2. In 150 words or less, please elaborate on your qualifications and years of experience that would be relevant to becoming a member of the ACC. Examples of such qualifications could include: *“home builder for XX years, worked as a frame carpenter for XX years, have an architectural degree, assisted in building my own home in Rosewood Hill, watched the builder build my home, or I review drawings for a living”*(use additional sheet if necessary).

3. In your opinion why is an ACC needed in a subdivision?

4. Please confirm that you will have adequate time to devote to your ACC duties and/or if there are any special circumstances that may impact your time that should be considered.

Yes! I have adequate time. *Special Circumstances:* None I will detail on separate sheet

5. The HOA Board believes that it is important for the ACC to respond to applications and provide comments or approvals on requests in a reasonable timely manner. What do you consider to be a reasonable response time per request?

6. Are you able/willing to receive and respond to emails on your cell phone during the day?

Yes No

7. Knowing that you may be receiving a number of ACC related emails that will need to be kept for record purposes, are you prepared to keep all information received as an ACC member confidential? Yes! I agree to keep information collected confidential.

8. Do you have a computer that can receive large emails with attachments in PDF file formats? Yes No

9. Are you comfortable reviewing and interpreting various types of architectural drawings including floor plans, elevation plans, remodeling plans, etc.? Yes No

10. Can you figure square footage from a floor plan? Yes No

11. In your own words, please explain the difference between an easement and a setback.

12. Knowing that building materials are constantly evolving, would you consider yourself someone who is open to approving new materials if they are requested by the owner/builder? Yes No

Submitted by Signature: _____

Printed Name: _____ Date _____

Thank you for your responses and for volunteering to be on the ACC. If you are not appointed this time around, we hope you will volunteer for future ACC openings.