

**POLICIES AND PROCEDURES FOR THE ARCHITECTURAL CONTROL
COMMITTEE OF THE CREEKSIDE HOMEOWNERS ASSOCIATION, INC OF
HILLSBOROUGH COUNTY.**

These Policies and Procedures were adopted on this third day of January 2008 by the Board of Directors of the Creekside Homeowners Association, Inc of Hillsborough County hereinafter referred to as the "Board" and the "Association," respectively.

WITNESSETH:

WHEREAS, ARTICLE IX of the By-Laws of the Association directs the Board to appoint an Architectural Control Committee, hereinafter referred to as the ACC;

WHEREAS, ARTICLE VIII, Section 3 of the Amended and Restated Declaration of Covenants, Conditions, Easements, and Restrictions specifies that "...at such time as all of the Lots of the Subdivision have been sold by the Declarant, the powers and duties of the ACC shall immediately vest in and be assigned to the Association, and the ACC shall thereafter exist as a committee of the Association under the control of the Association's Board of Directors."

NOW, THEREFORE, the Board hereby declares that the ACC shall conduct its business on behalf of the Association according to the provisions of the Amended and Restated Declaration of Covenants, Conditions, Easements and Restrictions of the Association and the Policies and Procedures set forth in this document.

**ARTICLE 1
Definitions**

Section 1. All definitions in the Amended and Restated Declaration of Covenants, Conditions, Easements, and Restrictions of the Creekside Homeowners Association, Inc. of Hillsborough County shall apply to these Policies and Procedures also.

Section 2. "Declaration" means the Amended and Restated Declaration of Covenants, Conditions, Easements, and Restrictions of the Creekside Homeowners Association, Inc. of Hillsborough County

Section 3. "Board" means the Board of Directors of the Creekside Homeowners Association, Inc. of Hillsborough County which is a non-profit Florida corporation with Articles of Incorporation filed on April 4, 2003. The document number of this corporation is N03000003079

Section 4. "By-Laws" means the By-Laws of the Creekside Homeowners Association, Inc. of Hillsborough County.

Section 5. Policies and Procedures means the operating guidelines presented in this document.

Section 6. "Committee" means the Architectural Control Committee (ACC)

Section 7. "Management Company" means:

Condominium Associates
2019 Osprey Lane
P.O. Box 1058
Lutz, FL 33549
813.341.0943 phone
813.949.6041 fax

ARTICLE II Committee Membership

Section 1. Membership. The Board shall appoint five (5) members to the ACC. The Chairman shall be a member of the Board whose term shall be 1-year running concurrently with their term on the Board. The other four (4) members shall be selected from the Class A members of the Association. The Committee shall select a Vice Chairman to facilitate functioning of the Committee in the absence of the Chairman and a Secretary/Recorder to provide records of the Committee's work and to prepare a report to the Board of the Committees actions.

Section 2. Term of Service. Initially, two (2) of the four (4) members will be asked to volunteer for one (1) year and the others for two (2) years. Thereafter, the term of these four (4) members shall be two (2) years. Two (2) members shall be appointed each year so that there will overlapping service on the ACC to provide experience and continuity. The starting date for commencement of membership on the ACC will be coincident with the term of the Board.

Section 3. Selection. The Chairman shall seek volunteers from the Class A members of the Association to fill the positions on the ACC. Only one (1) member may be considered from each lot or property. The Chairman shall then nominate ACC committee members from these volunteers and present their names to the Board for approval.

Section 4. Removal. Any committee member may be removed from the ACC, with or without cause by a vote of the Board. The missing of three (3) consecutive meetings by a member shall be considered a resignation, and the Chairman may then nominate a replacement member subject to approval by the Board.

In the event of the death, inability to serve because of disability, or resignation of any member or members of the ACC, the Chairman shall recommend a successor member or members subject to approval by the Board. Until such successor member or members have been so appointed, the remaining member or members shall have the full authority to exercise the powers and perform the duties of the ACC.

Section 5. Compensation. No member of the ACC shall receive compensation for any service he may render to the Association. However, any member of the ACC may be reimbursed for their actual expenses incurred in the performance of their duties if approved by the ACC chairman.

ARTICLE III Duties

Section 1. Approval of Homeowner Applications. The ACC will review applications from homeowners proposing new or altered structures on Creekside lots including but not limited to dwellings, structures, fences, paint or other finish colors, exterior alterations, swimming pools, porches, and landscaping.

Section 2. Submitting Requests. All requests should be directed to the Management Company, and they will forward the request to the ACC. The ACC is expected to approve or disapprove any application within forty-five (45) days after receipt of an application consisting of a complete application including a set of plans and specifications. The Application Form is included in these Policies and Procedures as ARTICLE X.

Any application which does not contain sufficient information should be returned to the applicant and may be resubmitted with additional materials at the option of the homeowner.

Section 3. Committee reports to the Board. The ACC's decision to approve or disapprove an application will not be enforced until ratification by the Board. ACC committee actions will be presented to the Board in the form of a report that has at least the following information:

- (a). Name of homeowner or applicant
- (b). Date of the Application
- (c). Brief description of the project
- (d). Committee action and a brief summary of the facts supporting the action.

These committee reports shall be retained as part of the books, records and papers of the Association and as provided by the By-Laws Article X, Section 1, shall at all times during reasonable business hours, be subject to inspection by any member. These reports can be prepared and reported by the Secretary/Recorder on the ACC or, if time permits, can be prepared with the assistance of the Management Company.

Section 4. Should the applicant/homeowner wish to alter its approved plan, they must make a written request to the ACC.

Section 5. The Committee is responsible for enforcement of Article III, General Restrictions of the Declarations. The ACC monitors the Properties and reports violations of restrictions to the Board. The Board of Directors will review the violations and with approval of the Board a. take corrective action for the Common Area or b. request the Management Company to issue a letter of infraction to the Owner of a Lot with a request for correction. Enforcement of restrictions can be found in Article X, General Provisions, Section 1 of the Declarations.

ARTICLE IV Standards and Criteria

Section 1. The standards for approval or disapproval of an application to the ACC are contained in the Declaration.

Section 2. The standards and criteria set forth in these Policies and Procedures are not intended to take precedence over any rules regulations or requirements of any local, State or Federal agency having jurisdiction over the development of the Creekside property. The approval of the ACC is in addition and does not relieve the homeowner or property owner of the responsibility of complying with the rules and regulations of any and all governmental agencies. Similarly, approval by any governmental agency is not a substitute approval of the ACC.

ARTICLE V Meetings

Section 1. A meeting of the ACC occurs whenever a quorum of the ACC gathers to conduct Association business. All meetings of the ACC must be open to all members of the Association except for meetings between between the ACC and an attorney with respect to proposed or pending litigation where the contents of the discussion would otherwise be governed by attorney-client privilege.

A quorum shall consist of three (3) members of the committee. In the event that death, disability, or resignation has reduced the number of committee members making a quorum difficult to achieve and replacements have not been selected as provided in Article II, Section 3 of these Policies and Procedures, then pursuant to a recommendation by the ACC chairman, the Board may select one or more of its members as Members of the ACC pro tempore to provide for continuing functioning of the Committee until replacement members are selected and ratified by the Board.

Section 2. Meetings of the ACC shall be on a regular basis at such place and time as may be fixed by the Committee. The place and time shall be chosen to permit homeowners or property owners a reasonable opportunity to attend the meetings. Meetings should occur preferably at a date before scheduled Board meetings to facilitate ratification of ACC actions with minimum delay for the homeowners or property owners.

Notices of meetings shall be posted in a conspicuous place on the Association property at least 48 hours in advance. If there are no applications pending and the ACC has no business to transact, the meeting may be cancelled if notice of cancellation is posted in a conspicuous place on Association property at least 48 hours in advance of the regularly scheduled meeting.

Applicants should be given an invitation to attend an ACC meeting to explain and answer questions about their application.

ARTICLE VI
Amendments

Section 1. These Policies and Procedures may be changed or amended by the Board at any scheduled meeting.

ARTICLE X
Procedures for ACC Form Submissions

Section 1. No dwellings, building, parking cover, shed, dock, structure, fence outbuilding, accessory structure, incidental structure, paint or other finish color, addition, exterior alteration, swimming pool, lanai, screened porch, addition or substantial attachment may be erected, placed, reconstructed or permitted to remain on any Lot unless and until approved the ACC. The following forms are established to facilitate a response to submittals.

Instructions for submitting an application to the Architectural Control Committee (ACC).

Submissions should include:

1. The Application Form
2. Drawings and specifications in such form and containing information that may be reasonably required by the ACC, including but not limited to:
 - a. A site plan/survey showing the location of all proposed and existing structures on the Lot including building setbacks, open space, driveways, walkways, and parking spaces, and tree surveys;
 - b. Foundation plan;
 - c. Floor plan;
 - d. Exterior elevations of any proposed structure and alterations to existing structure(s) as they will appear after all back filling and landscaping are completed;
 - e. Specification of materials, color scheme, lighting schemes, and other details affecting the exterior appearance of any proposed structure and alterations to existing structure(s);
 - f. Plans for landscaping and grading.

Any application which does not contain sufficient information may be returned to the applicant. The application can be resubmitted with additional materials at the option of the property owner.

All requests should be submitted to the Management Company:

Creekside Homeowners Association
c/o Condominium Associates
Kathy Huntzinger
2019 Osprey Lane
Lutz, FL 33549
813.341.0943 phone
813.949.6041 fax
khuntzinger@condominiumassociates.com

Should the applicant/homeowner wish to alter its approved plan, they must make a written request to the ACC.

After receiving approval for modifications, work must be completed within 180 days of the date approval was given. If the work is not completed within 180 days of approval, the homeowner must submit a new application for re-approval.

**CREEKSIDE HOMEOWNERS ASSOCIATION, INC. OF HILLSBOROUGH
COUNTY ARCHITECTURE CONTROL COMMITTEE APPLICATION
FORM.**

1. Applicant's name, address, and telephone number:

2. Owner's name, address, and telephone number:

3. Location of Proposed Changes:

a. Lot: _____
b. Block: _____

4. Existing feature(s) of residence (general description – please also include Site Plan showing structures, landscaping, proposed changes):

5. Description of proposed improvements/changes (general description – please also include Site Plan showing nature, kind, shape height, materials and location of structures, landscaping, proposed changes or paint chips) Please feel free to use an additional sheet of paper.

6. Requested start date: _____ Anticipated completion date: _____

7. Who is doing the work? Please list contractor's name, address, phone number, and license number.

**Please submit the package with attachments to:
Creekside Homeowners Association, Inc of Hillsborough County
c/o Condominium Associates.
Kathy Huntzinger
2019 Osprey Lane
Lutz, FL 33549
(813) 341-0943 phone
(813) 949-6041 fax
khuntzinger@condominiumassociates.com**

APPLICANT SIGNATURE _____ DATE: _____

**PLEASE SUBMIT THIS FORM ALONG WITH A COPY OF YOUR PLANS TO
THE MANAGEMENT COMPANY AT THE ADDRESS ABOVE.**