

CHARTER
ARCHITECTURAL CONTROL COMMITTEE (ACC)
LAKE ST LOUIS COMMUNITY ASSOCIATION
Approved by the Board of Directors on April 28, 2026
(revised 1/16/26)

MISSION STATEMENT: To assist the Board of Directors whose mission is to provide facilities and services and to protect, maintain and approve the physical assets of the Community Association in the best interests of all its members.

PURPOSE:

1. The purpose of the Architectural Control Committee (the Committee or ACC) is to perform duties and have such powers as provided by Article VIII, Section 1 of the Covenants and Restrictions. The ACC charter and any revisions to the Charter must be established by resolution of the Board of Directors.
2. The Architectural Control Committee will uphold and maintain the articles of the Lake Saint Louis Covenant and Restriction and the provisions of the Architectural Control Committee Guidelines.

RESPONSIBILITIES AND LIMITATIONS:

1. The Architectural Control Committee is established under Article VIII, Section 1 of the Lake Saint Louis Covenant and Restrictions.
2. The Committee is responsible for maintaining and enforcing the design standards described in the Lake Saint Louis Community Association Architectural Control Committee Design Guidelines.
3. The Committee is to protect individual property owners from indiscriminate construction that would adversely affect property values and the general aesthetic quality of Lake Saint Louis.
4. The Committee will review plans and specifications for all proposed new construction, additions, alterations, color changes or any project that alters the exterior appearance of a home.
5. Committee approval of plans and specifications is required **before** construction commences.
6. The Committee will review for approval all specifications and plans for all proposed new construction, additions and/or alterations of privately owned boat docks, boat lifts, or other structures of any kind that are to be erected, placed or altered on the shores of a lake including the placement of same relative to the shore line and lot lines.

7. The Committee, with support from the CA staff, will periodically review the appearance (aesthetics) of structures and property within the CA boundaries for compliance with the provisions of the C&Rs and Architectural Guidelines. The structures to be reviewed include boat docks and boat lifts.
8. The Committee shall in no way restrict the homeowner from the design of well-thought-out alternatives. The individual merits of each application will be considered by the ACC.
9. The Committee will seek approval from the Board of Directors **prior** to contacts with outside agencies (local, city, county, state, federal, etc.) and will immediately inform the Board of all such contacts. The Committee shall not oblige the CA in any way (financially, legally, etc.) without specific approval from the Board of Directors.

CONFLICT OF INTEREST:

1. Any member of the Committee who stands to gain personally, professionally, legally, or financially, through any affiliation with a company or organization, or through partial or total ownership of any asset involved in an ACC decision, may not be involved in any way with the decision-making process. Such members must inform the Committee of such conflict of interest and may not participate in the discussions or voting regarding any decision.

COMMITTEE SELECTION, TERM AND QUALIFICATIONS:

1. Members of this committee will be appointed by the Board of Directors. Candidates for membership shall be reviewed by the Committee, and comments shall be submitted to the Board.
2. A member's term will be three (3) years, with a minimum of one (1) term expiring each year. Terms will commence in January and expire in December. When the member is appointed to the Committee after the first quarter of a calendar year, service in that year will not count toward the three (3) term limit.
3. Vacancies on the committee will be for an unexpired term.
4. All Committee members must be a member of the LSLCA in "good standing" as defined by the LSL Covenant and Restrictions and/or By-Laws.
5. Membership of the Committee will be made up of a minimum of five (5) members with no more than twelve (12) members. At least 50% of the members must be in attendance for a quorum.
6. Any member of the Committee desiring to serve an additional term may do so with the approval of the Board of Directors.

7. The Committee members may serve as voting members only on one standing committee.
8. Any individual or recognized group may submit the name of one of their members to the Board of Directors for consideration and approval by the Board.
9. Any Committee member missing six (6) scheduled meetings in one (1) calendar year may be removed from the committee by the Board of Directors
10. No more than one (1) member of a household may serve on the ACC Committee at a time.

LEADERSHIP:

1. The Committee shall elect a chairperson, vice-chairperson, and secretary subject to the approval of the Board of Directors. The chairperson or a designated person shall attend all regularly scheduled Board meetings and other meetings/functions as requested by the Board. The Committee member presenting the Committee report at the Board of Directors meeting should have attended the Committee meeting being reported on. The chairperson shall serve no more than three (3) consecutive years.
2. Each officer elected shall serve one (1) year (Jan.-Dec.). If there is an office vacancy the Committee will elect a recommended new officer at its next regular meeting and submit it for approval by the Board.
3. The vice-chairperson shall conduct committee meetings in the absence of the chairperson or at the direction of the chairperson and assist the chairperson with committee business/functions.

MEETINGS AND REPORTS:

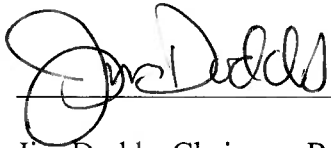
1. Meetings will be open to the CA membership. Regular meetings shall be held twice a month (Jan.-Dec.) or as required to conduct the business of the Committee. Special meetings can be held as the discretion of the Committee or the Board of Directors as required to conduct the business of the Committee. The chairperson of the Committee shall keep the CA office staff and the Board of Directors informed of the dates of the regular meeting and shall give the CA office staff and the Chair of the Board of Directors at least 5 working days' notice of the date and time of any special meeting.
2. A summary sheet (standard format), including the actions the Committee requests the Board of Directors to take, must be submitted to the CA office by 12:00 noon the Wednesday before the Board's monthly meeting.
3. Members in attendance at a meeting lacking a quorum can conduct discussions **only**. No votes will be taken, and no minutes recorded. The Committee chairperson should report to the Board of Directors that no quorum was present, therefore no meeting was held.

4. The Committee will follow Robert's Rules of Order, newly revised and the Special Rules of Order, defined in Article XXIV of the LSLCA By-Laws in conducting its meetings.
4. The Committee cannot direct LSLCA Staff. If the Committee requires Staff support or attendance, the Committee must first seek Board approval. Upon approval, the Board will direct staff to provide the agreed support.
5. The Committee will also be responsible for preparing and submitting to the Board reports on special studies and research. Approval by the Board is required before any report is published and distributed to others besides the Board. All documentation will be complete enough to ensure that other committees and the Board will understand the activities, strategy, decisions and recommendations of the Committee. Special attention will be paid to documenting important decisions for future reference.

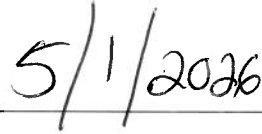
LIAISONS:

1. The Committee will have a Board Director member assigned to function as a Liaison to the committee. This Liaison:
 - a. Does NOT vote.
 - b. Speaks only when acknowledged by the Committee chairperson.
 - c. Must clearly identify whether they are presenting their personal views or are imparting previous Board votes or actions.
 - d. Is not an advocate for the Committee to the Board, nor is responsible for ensuring Committee information is forwarded to the Board.
 - e. May relate information about the Committee to the Board, if asked.
2. The Committee will also have a liaison from the CA Staff assigned as the ACC Coordinator. The ACC Coordinator's duties will include, but are not limited to:
 - a. Attending all meetings.
 - b. Serving as the contact person to CA members applying for Architectural Review
 - c. Reviewing all Applications prior to being included on an AC Committee agenda to ensure that the application is complete and that all appropriate fees have been paid
 - d. Preparing and distributing the ACC meeting agenda
 - e. Preparing and distributing the ACC meeting minutes
 - f. Notifying applicants of the ACC decision regarding an application
 - g. Issue Permits and track permit expiration dates
 - h. Any other assigned administrative duties as required

APPROVED:



Jim Dodds, Chairman Board of Directors



Date



Art Harmon, Secretary, Board of Directors



Date

