

# Virginia Crossing Architectural Committee (AC) Policy

- 1) The Architectural Committee is appointed by the Board of Directors. It is comprised of no less than two individuals and no more than three. Committee members are not required to be VC owners. It is not mandatory, but it is recommended one AC member be a Board Director. The AC will accept and review requests, conduct Architectural Change Request (ACR) review meetings. In the absence of an AC, the full Board of Directors will fulfill these responsibilities.
- 2) The Architectural Change Request (ACR) Form is completed by the owner & submitted to the AC. No work may begin before the owner receives written approval from either the AC or the HOA Board.
  - a) If a permit is required, no work may begin until a permit copy has been amended to the ACR.
  - b) Within one week of an ACR submission, the AC is to notify the owner of receipt of the ACR & timing for final decision or if further documentation is required.
  - c) The AC has 30 days from submission to reach a final decision & notify the owner. The AC may send a notification to the owner, either by email or letter, that another 30 days are needed to reach a decision. If no extension notice is sent, the owner may begin work, assuming work conforms with community standards.
  - d) The AC is to retain all official communications as required by our Record Retention Policy & amend to the ACR.
- 3) The AC reviews submitted materials for conformance with community standards. Current standards include but are not limited to:
  - a) Windows, doors, carriage lights, vinyl fences, & mailboxes must be white.
  - b) Driveways – refer to Driveway Policy
  - c) Hurricane shutters – refer to Hurricane Protection Policy
- 4) If clarification to the ACR is needed, the AC is to communicate in writing with the owner to resolve.
  - a) Any agreement between the AC & owner must also be in writing & amended into the original ACR.
  - b) If permit is required, AC to confirm copy amended to the ACR before work begins.
- 5) ACR decision must take place within the deadlines previously noted.
  - a) Final decisions must take place at a properly noticed & open meeting as required by Florida Statute 720.
- 6) ACR final decision, notification, filing
  - a) ACR recommendation from AC is noted on form.
  - b) Approval, denial decision is marked on form, signed by AC chair or Board President
  - c) If decision is “Not Approved,” reason must be indicated on form.
  - d) Signed form is provided to owner by email, postal mail, or by hand delivery.
- 7) ACR project completion notice from owner, AC to inspect for compliance with original request.
  - a) The AC is to indicate on form whether work is satisfactory or not.
  - b) The ACR is added to the Excel file ACR Log found in Dropbox, Family Room, ACR by address.
    - i) year-month-day, street address, owner name, work description
  - c) The ACR is filed digitally in Dropbox, Family Room, ACR by address.
    - i) year-month-day, street address, owner name, work description
  - d) The ACR is filed in the office paper file (color coded & by street address)
    - i) Street address, date order, new in front

A motion made and seconded, this policy approved  
This 16<sup>th</sup> day of April 2026

*Ron Matuska*

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Board President