



**FLINT RIDGE POA
ACC**

FLINT RIDGE POA
ARCHITECTURAL CONTROL
COMMITTEE
ACC

TABLE OF CONTENTS

General Guidelines-All Permits	1
Construction Permit Guidelines	2
Site Plan Requirements	3
Construction Plan Requirements	4
Certificate of Occupancy.....	4
Permit and Inspection Fees.....	4
Manufactured Home Placement.....	5
Miscellaneous Permits.....	7
Tree Removal.....	8
R V Park Guidelines.....	9
Fines for Violations.....	10
Owner Responsibility Checklist.....	11
New Home Construction Checklist.....	12
ACC Summary of Responsibilities.....	14
ACC Committee Selection/ Guidelines/Standards.....	15
POA Directors/Management Responsibilities.....	16

PROPERTY OWNER ACKNOWLEDGEMENT

I acknowledge that I have read, understand and agree to the ACC Guideline and understand the ACC Guidelines are incorporated within the approved Standing Rules of Flint Ridges POA and it is my responsibility to comply with these Guidelines. I also acknowledge that members of the ACC may come upon my property for evaluation of proposed plans and monitoring of property improvements.

SIGNATURE

DATE

FLINT RIDGE ARCHITECTURAL CONTROL COMMITTEE
1 PIONEER COURT KANSAS OK 74347
918-597-2101

Amended October 25, 2014

GENERAL GUIDELINES-ALL PERMITS

- A)** All permit requests shall be dated and signed on the day of the ACC meeting, and the signatures of the applicant and the ACC, and a description of the work to be performed shall be on the permit application.
- B)** Within 30 days of the permit application date, the ACC shall provide in writing one of the following:
- i) A signed Permit, allowing the requested operation
 - ii) A written, signed modification to the permit application shall be made requiring specific instruction for the applicant to make corrective measures in order to receive a permit. It is then the applicant's obligation to make the corrections and resubmit their application to the ACC. Upon the applicant's corrections per the ACC instruction, a permit will be issued by the ACC.
 - iii) A signed, written rejection of the permit application along with the reasons explaining why the permit was denied.
 - iv) The original signed permit application, modification or rejection (hereinafter, "The paperwork") shall be on file at the office and available for the applicant to view. A copy of same shall be sent to the applicant, within the 30 days. In the event that the applicant does not receive the paperwork in the mail by the end of the 30 day period, the applicant is required to confirm through the Administrative office that the paperwork has or has not been completed, and the administrative office shall be required to make the confirmation in writing upon request, after the 30 day period has ended.
 - v) ALL VEHICLES DELIVERING BUILDING SUPPLIES OR BRINGING-IN HEAVY EQUIPMENT SHALL PROVIDE LOT, BLOCK AND OWNER INFORMATION TO SECURITY AT GATE.

CONSTRUCTION PERMIT GUIDELINES

DATE: Amended October 25, 2014

All construction at Flint Ridge will be in total compliance with the current FRPOA Covenants, By-Laws, Standing Rules (Governing Documents) and the prevailing International Code Council (hereafter ICC) Building requirements as adopted by the state of Oklahoma and the FRPOA Board of Directors.

It is the sole responsibility of each and every building permit applicant, homeowner, surveyor, architect, engineer, designer, contractor, sub-contractor, supplier etc. to thoroughly review and familiarize themselves with the current FRPOA Governing Documents and the prevailing ICC Building requirements before starting the design, engineering or construction phase of any given project.

Permits for construction will only be issued after completion of the following listed items:

1. The Permit application fee is paid by the building applicant upon delivery of all construction documents, (plans and specifications) signed, dated and marked approved by the homeowner. Two (2) sets of plans on 24" x 36" paper must be submitted with two (2) sets of type written plan specifications on 8 1/2" x 11" paper.
2. A thorough review of all required construction documents (plans and specifications) by the ACC and an ICC Inspector.

PERMIT REQUIREMENTS:

No permit will be issued, or will be valid without the written approval of the ICC Inspector. Required construction documents (plans and specifications) to consist of, but not limited to, the following listed items needed for a New Single Family Residence:

1. Site Plan on plat map including septic and lateral line field
2. Floor Plan
3. Footing and Foundation Plan
4. Footing and Foundation Details
5. Wall Sections
6. Roof Sections
7. Exterior Elevations
8. Exterior Details
9. Exterior Colors
10. Plumbing Plan
11. Mechanical (HVAC) Plan
12. Electrical Plan

AT THE SOLE DISCRETION OF THE ICC INSPECTOR, OTHER DOCUMENTS MAY BE REQUIRED PRIOR TO THE APPROVAL OF CONSTRUCTION AND A PERMIT IS ISSUED.

PLAN REQUIREMENTS:

The site plan must be completed, signed and dated by one of the following: a professional civil engineer, a professional architect, a contractor licensed and registered within the state of Oklahoma or Arkansas or a professional land surveyor licensed and registered within the state of Oklahoma. The site plan shall then be submitted to and be approved by the ACC and the ICC Inspector prior to any physical construction including but not limited to tree removal, structural demolition, utility excavation, septic/lateral field installation, etc.

All doors, windows, hardware and interior finishes are to be determined by the homeowner, architect, designer or contractor of record and it is their sole responsibility that all items are code compliant.

SITE PLAN REQUIREMENTS:

The site plans and survey of the building site shall indicate the following:

1. Complete legal description of the property.
2. Survey of lot marked with front steel corner pins.
3. Exact locations of any and all trees or structures to be removed.
4. Exact locations of the roads, front, back and side setback lines, utilities easements and property lines.
5. Exact location of the placement of utility (propane gas, electric, water, sewer, septic, phone, cable, etc.) services to the new residence.
6. DEQ approved perk test or a soil survey is required for all septic systems and lateral fields.

NOTE: The homeowner will pay directly to each utility and/or service company (propane gas, electric, water, sewer, septic, phone, cable, etc.) any and all required deposits, connection fees, tap fees, lift fees, etc., for the established new services and usage of such services.

In addition, the owner or owner's professional representative shall mark the 4 corners of any applicable construction, mark trees, or mark any other identifying item requested by the ACC on the surface in accordance with the site plan. The Owner's professional representative shall confirm in writing to the ACC and the ICC Inspector that the staked location on the surface is in concurrence with the submitted site plan.

CONSTRUCTION PLAN REQUIREMENTS

The plans for the footing/foundation plan, footing/foundation details, wall sections, and roof sections, must be completed, signed and dated by a professional structural engineer licensed and registered with the state of Oklahoma or Arkansas.

Before any physical construction can proceed (pouring of foundations, slabs, retaining walls, erecting wall and roof framing, etc.) the professional licensed and registered structural engineer of record must submit written verification to the ACC and the ICC Inspector that a field investigation of the work has been completed and is in accordance with the approved permit plans.

The plumbing plan, mechanical plan and electrical plan must include the name of the contractor, address, phone number and contractor license number as registered with the state of Oklahoma or Arkansas, respectively on each of the aforementioned plans.

CERTIFICATE OF OCCUPANCY

Before occupying the completed structure, the occupant and/or homeowner must apply for and secure a final inspection from the ICC Inspector before a certificate of occupancy is granted from the ACC and/or the ICC Inspector.

PERMIT AND INSPECTION FEES FOR ALL NEW IMPROVEMENTS
AND BUILDING CONSTRUCTION

For structures having 200 square feet or greater, a fee of \$.25 per gross square foot is due when the permit application is approved. This applies to all new structures with a roof, with walls or without walls. Square footage is the length times the width.

INSPECTION FEES

An inspection fee of \$50 per inspection is due at the time the permit application is approved. New residences require 7 inspections for a total of \$350.00:

1. Foundation/structure
2. Framing
3. Electrical rough in
4. Plumbing rough in
5. Mechanical finished
6. Electrical finished
7. Final inspection of completed structure for occupancy permit.

Other structures may require a certain number of inspections at the discretion of the ACC.

Example: The fees for a new 1500 square foot residence would be:

Structure fee /square footage	\$ 375
Inspection fees	<u>\$ 350</u>
	\$ 725

ACC GUIDELINES FOR PLACEMENT OF MANUFACTURED HOMES.

The ACC requires the following information:

1. Must be first time the manufactured home is being installed as a permanent residence.
2. Must have current title for the manufactured home in the property owner's name.
3. Must have a HUD Data Plate, *paper label affixed inside the home and is located in a kitchen cabinet, an electrical panel, or a bedroom closet. The Data Plate will contain the following information: (a) the name and address of the manufacturing plant in which the home was manufactured, (b) the serial numbers and model designation, and the date the unit was manufactured, (c) a statement which references that the home was built in accordance to the Manufactured Home Construction and Safety Standards, (d) a list of the*

certification label number(s), (e) a list of factory-installed equipment, including the manufacturer's name and the model designation of each appliance, (f) a reference to the Roof Load Zone and Wind Zone Load to which the home was designed, (h) and the name of the agency that approved the design.
(http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/rmra/mhs/mhslabels)

4. The installation of manufactured home must meet current minimum FHA/VA standards. **
5. Must having the following:
 - a. Complete legal description of the property.
 - b. Survey of lot marked with front steel corner pins.
 - c. Exact locations of any and all trees or structures to be removed.
 - d. Exact locations of the roads, front, back and side setback lines, utilities easements and property lines.
 - e. Exact location of the placement of utility (propane gas, electric, water, sewer, septic, phone, cable, etc.) services for placement of manufactured home.
 - f. DEQ approved perk test or soil survey is required for all septic systems and lateral fields.
NOTE: The homeowner will pay directly to each utility and/or service company (propane gas, electric, water, sewer, septic, phone, cable, etc.) any and all required deposits, connection fees, tap fees, lift fees, etc., for the established new services and usage of such services.
6. Must have ICC inspection after set up and appropriate fees (\$50 per inspection) paid:
 - a. Plumbing
 - b. Electrical
 - c. Tie down, footings and proper skirting installation.
 - d. Water and sewer hooked up.
7. If the manufactured home is being installed on a previous mobile-ready lot, the septic system must meet current DEQ requirements and inspection. The property owner is responsible to meet these requirements and make any changes if necessary.

**** To be acceptable for FHA/VA, a manufactured home dwelling must:**

Have a national manufactured home construction and safety standards label affixed to the dwelling (a.k.a. HUD tag). Only homes manufactured after June 15, 1976 will bear these labels. They are only obtainable at the factory and if they are missing they cannot be replaced. There are two labels on doublewide units. If the HUD(s) label is missing, usually a label verification letter from the Institute for Building Technology and Safety (IBTS) (www.ibts.org) will suffice.

- *Have a floor space area no less than 400 square feet.*

- *The manufactured home must be classified and taxed as real estate and meet regular FHA/HUD guidelines for "real" pr*
- *The foundation system must be properly anchored/installed and meet guidelines of the HUD manual 4930.3 A structural engineering certification will be required to verify compliance to the handbook guidelines.*
- *Have permanent installed utilities that are protected from freezing.*
- *Have a properly enclosed crawl space with appropriate ventilation.*
- *Be at a grade level at or above the 100 year flood elevation even if the property is not located in a special flood hazard area.*
- *The manufactured home must not have been installed or occupied previously at any other site or location.*
- *Have any hitches, wheels, axels, undercarriage etc. removed.*

See also HUD FHA HOC Reference Guide

MISCELLANEOUS PERMITS

1. Permits for fencing will be issued in accordance with the current FRPOA Governing Documents after the permitting process has been completed.
2. Permits for complete tree removal will be issued in accordance with the current FRPOA Governing Documents; however, no trees will be removed until after the permitting process has been completed.
3. Permits for replacement of existing septic systems and/or lateral fields will be granted after the permitting process has been completed. Permits for new septic systems and lateral fields in and of themselves will not be granted.
4. Permits will not be issued for any previously-constructed residences to be moved onto residential lots including homes, garages.
5. Permits for moving an RV onto an RV lot will be issued in accordance with the current FRPOA Governing Documents after the permitting process has been completed.
6. All construction, including additions and modifications of existing structures will require a permit and a diagram of the proposed construction.

CONDITIONS

All concerns, questions, changes, disputes concerning the design, engineering and construction phase of any given project will be discussed and settled between the building applicant and/or homeowner and the ACC and ICC in accordance with the FRPOA Governing Documents.

The FRPOA Governing Documents provide procedures to resolve disputes. Appeals of fines for violations should be addressed to the Violation Committee.

ACC GUIDELINES FOR TREE REMOVAL

PERMIT is required to remove any tree or shrub in excess of 3 inches in diameter measured 12 inches above the ground this includes:

- a) Those trees necessary to enable the owner to improve such lot with a single-family dwelling and garage **after** the plans have been approved by the ACC. Such trees shall be marked and an ACC inspection of the lot prior to issuing a **permit**. Those trees that show signs of being dead must be marked and inspected by the ACC.
- b) Those (trees) necessary to prohibit an obstruction of view on lots at road intersections.
- c) With the approval of the ACC.

ACC GUIDELINES FOR PLACEMENT OF RV'S IN RV PARKS

Owners shall familiarize themselves with the FRPOA Covenants and Governing Documents for the RV Parks recorded in the county records of Delaware County, OK. and with the rules approved by the FRPOA Board of Directors, defining RV lot usage. No RV can be permanently affixed to an RV Lot.

PERMIT FOR PLACEMENT OF RV

RV's must have current Oklahoma tag; have model/VIN number as stated on the title for the RV and photos of RV submitted to the ACC for the permitting process. RV's must be in good condition as inspected and approved by the ACC.

Must have a survey and site plan showing lot dimensions, property lines, location of corner pins, location of set-back lines, location of RV on lot, location of other structures on lot, adjoining roads and septic lines.

All RV s must meet ACC Guidelines and must meet requirements of FRPOA Governing Documents including but not limited to restrictions for unsightliness, homemade, altered camping rigs, converted buses, etc.

PERMIT FOR CONSTRUCTION ON RV LOTS

Must have a survey and site plan showing lot dimensions, property lines, location of corner pins, location of set-back lines, location of RV on lot, location of other structures on lot, adjoining roads and septic lines.

Must have drawing of construction plans with dimensions, materials to be used, color and function of structure. Must mark site for structure for ACC inspection.

All construction requires a permit and approval issued by the ICC/ACC.

FINES FOR ACC VIOLATIONS

In accordance with the ICC Guidelines, the following fine schedule was approved as of April 3, 2009 by the ICC committee and the ACC: Revised and approved February 6, 2013

VIOLATION	FINE
Failure of Owner to get <u>inspections</u> :	\$ 200 per inspection
Construction or performing any action, that requires a permit before receiving the permit.	\$ 500 per violation
<u>Construction without a permit</u> when permit is required.	\$ 750 per violation
<u>Construction without a permit</u> after a STOP WORK ORDER is issued by ICC/ACC.	\$1000 per violation
<u>Tree removal</u> without a permit for trees having a diameter of 3 inches or more, measured 12" from ground level	\$ 250 per tree

After a fine is levied, the ACC has the right to grant a written exception to allow structure to exist, or have any structure or building without a permit removed; removal of structure will be at Owner's expense.

Property Owner is responsible for the proper placement of the Improvement on their lot as was approved by the ACC and for which a permit is issued. The property owner has the right of appeal of an ACC a violation in writing to the Violation Committee. Letters should be addressed to the Administrative Offices.

GENERAL RESPONSIBILITIES FOR THE OWNERS, THE ACC & THE ICC MEMBERS

The following documents are to be provided, or the duties performed, PRIOR to issuance of Permits:

		OWNER	ACC	ICC
1	Permit Application Submitted	X		
2	Pay Application Permit Fee	X		
3	Survey & Site Plan Done	X		
4	ODEQ approved Percolation Test/ Soil Survey Done	X		
5	Architectural Drawings Submitted to ACC	X		
6	Mark trees and indicate location of house on site plan	X		
7	ACC to view lot for location of trees and set-back lines		X	
8	Approval of Construction Plans By ICC			X
9	ACC to view lot prior to start of construction		X	
10	ODEQ approved Septic System	X		
11	Pay All Inspection Fees	X		
12	Pay Permit Fees Based on Square Footage	X		
13	APPROVE PERMIT TO BUILD			X
14	FINAL INSPECTION- PERMIT TO OCCUPY			X
15	Issue Permits after ICC approval		X	

- 1) A building permit is required for all structures built on a residential or RV lot.
- 2) All building permits of any kind; building inspections or plan reviews must be done by and/or approved by ICC.
- 3) Building any structure other than the structure which is permitted will result in a \$500 fine and a stop-work order issued until the issue at hand is resolved.
- 4) Only an ICC/ACC person can issue a stop work order.

NEW HOME CONSTRUCTION - Step by Step Procedure
COPY To be filed in the ACC OFFICE Lot _____ Block _____

	Description	INITIAL Owner	ACC	ICC
Step 1	Owner submits PERMIT APPLICATION and <u>Application fee</u> .	<input type="text"/>	<input type="text"/>	
Step 2	Owner provides SURVEY & SITE PLAN by professional surveyor:	<input type="text"/>		
	Survey & Site Plan must show:			
	lot dimensions		<input type="text"/>	<input type="text"/>
	bearing of lot boundaries		<input type="text"/>	<input type="text"/>
	location of corner pins		<input type="text"/>	<input type="text"/>
	location of set-back lines (request from ACC)		<input type="text"/>	<input type="text"/>
	location of home site		<input type="text"/>	<input type="text"/>
	location of septic system		<input type="text"/>	<input type="text"/>
Step 3	Owner provides Oklahoma DEQ PERCOLATION TEST or soil survey.	<input type="text"/>	<input type="text"/>	
Step 4	Owner submits full set of ARCHITECTURAL DRAWINGS.	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Must be approved by ICC Code-certified inspector. Could take up to 10 working days. Any corrections required could result in delays in approval process.			
Step 5	Owner MARKS corner pins of lot, STAKES CORNERS of home site, MARKS TREES to be removed for construction.	<input type="text"/>	<input type="text"/>	
Step 6	ACC VIEWS LOT for trees and set-back lines for approval. ACC VIEWS COVENANTS for TYPE of construction allowed.		<input type="text"/> <input type="text"/>	
Step 7	ICC WRITTEN APPROVAL of Architectural Drawings.			<input type="text"/>

		<i>INITIAL</i>		
		Owner	ACC	ICC
			<input type="text"/>	<input type="text"/>
Step 8	1) Owner clears lot in accordance with permit, prepares site. ACC INSPECTS SITE.	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>
	2) Owner must receive approved septic inspection from Oklahoma DEQ.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Step 9	OWNER PAYS FEES, GETS PERMIT		<input type="text"/>	<input type="text"/>
	Permit fees	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Inspection fees	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Permit issued		<input type="text"/>	<input type="text"/>
Step 10	Building INSPECTIONS BY ICC INSPECTOR:			
	1) Owner will receive an inspection form which shows the inspections that are required. The owner will notify the ACC Office when inspections are needed. Missed inspections will result in \$200 fine and a stop-work order will be issued until the inspection is made and the fine is paid.			<input type="text"/>
	2) Any violations of the applicable building code(s) during construction will result in a \$200 fine. A stop-work order will be issued until the violation is corrected, the correction is inspected and the fine is paid.			<input type="text"/>
	3) Once the structure is completed; a FINAL INSPECTION MUST is done before an occupancy permit is issued and occupancy can occur.			<input type="text"/>

Architectural Control Committee Flint Ridge POA

SUMMARY OF RESPONSIBILITIES

The ACC's primary job in the permitting process is to collect all the documents from the Owner necessary to insure ICC compliance, to view the site plan and the lot, to insure that construction is in compliance with the Governing Documents.

1. Administer the application process of the Owner and insure all fees are collected.
2. View survey, site plan and location that are to be validated by the ICC. Insure that the proposed construction does not cross building set-back lines as stated in Covenants.
3. Insure that the type of construction complies with the structures allowed in the Covenants at the proposed location.
4. Inspect trees to be removed (in excess of 3" in diameter) that are required to be moved for the permitted construction.
5. Receive all documents from Owner that are listed on the Step by Step Procedures for Construction, or as requested by the ICC Inspector.
6. Upon prior written approval from the ICC Inspector, issue permits.
7. Insure that finished outside appearance of structure is completed in earth tone colors, accessories are unobtrusive and is suitable for a natural environment.

ARCHITECTURAL CONTROL COMMITTEE (ACC)

(Amended February 6, 2013)

ACC COMPOSITION AND SELECTION PROCESS

1. The ACC shall consist of at least three members. The ACC may be made up of one FRPOA Board member as selected by the full Board of Directors and one or two owners in good standing as selected by the full Board of Directors, provided however, that the POA Board of Directors may authorize the POA General Manager to select one employee or contractor.
2. Committee officer structure will be Chairperson, Vice Chairperson, and recording secretary. The FRPOA Board Member and FRPOA employee appointed to the ACC may not hold the positions of chairperson and vice chairperson.
3. The FRPOA Board of Directors at its sole discretion will determine the selection of an ACC member.
4. The FRPOA Board of Directors at its sole discretion may remove any member of the ACC at anytime for any reason.
5. Generally, an ACC member is appointed to fill a one-year term. The term is defined as running from the last weekend in May of the current year to the last weekend in May of the following year. Each year at the Annual Membership Meeting the last weekend in May, the new FRPOA Board of Directors will select the ACC members for the new year.
6. Vacancies occurring on the ACC during the period outlined in item 3 above will be filled by the FRPOA Board of Directors.
7. The ACC has the authority, with FRPOA Board of Directors approval, to select property owners in good standing to advise and assist as directed. Such individuals selected by the ACC are not authorized to act on behalf of the ACC and have no signature/approval authority for any ACC activity.

ACC HOURS OF OPERATION;

1. ACC meeting day will be every Friday (except for holidays) during the hours of 1:00 p.m. to 3:00 p.m.

FRPOA ACC STANDARDS:

1. There is only one ACC for Flint Ridge. The RV Parks are a part of Flint Ridge and will be served by the FRPOA Board appointed ACC members.
2. All construction at Flint Ridge will be in compliance with the current ICC Codes as adopted by the State of Oklahoma and the FRPOA Board of Directors. No construction permits will be issued or be valid without the written approval of an ICC Inspector.
3. Applications for permits will only be accepted during the ACC office hours.
4. Before construction permits are issued, all properties must have a survey on file with the ACC. This requirement includes RV lots in the RV parks.
5. All ACC records/files will be maintained in the ACC office. This requirement includes ACC files for RV park lots.
6. All exterior structure construction must be completed within 180 day time limits of the permit. The ACC may grant only one 180 day extension for a building permit that is about to expire. The extension may only be granted if the owner of the property is making substantial progress on completing the structure. The ACC will have sole discretion in making this determination.
7. The ACC can grant more than one extension to a builder/property owner with a written or verbal appeal to the ACC.
8. The ACC will notify the FRPOA General Manager of all issued construction permits.

REQUIREMENTS FOR AN ACC MEMBER POSITION

1. Possesses working knowledge of FRPOA Covenants and all Governing Documents regarding:
 - a. Permit processing and monitoring.
 - b. Building setback requirements.
 - c. Types of construction allowed.
2. Possesses strong verbal, written and interpersonal skills.
3. Has the ability to perform tasks that require physical effort, agility and mobility in diverse temperatures as determined by season of the year. Some examples of physical effort would be walking, climbing or descending the Flint Ridge terrain.

4. Possesses the ability to read, understand construction plans/drawings and post information on records and maintaining of individual property owner files.
5. Possesses the ability to recognize problems and facilitate solutions, which will maintain consistency of enforcement of the FRPOA Covenants and Governing Documents.
6. Possesses the ability to conduct onsite visits of construction sites, monitoring building compliance and progress. Any discrepancies of construction from the building plans must be reported to the ICC for inspection.
7. Possesses the ability to organize and prioritize work assignments.
8. Possess the ability to maintain confidentiality regarding property owner records.
9. Must be available to the General Manager during normal Flint Ridge business hours Monday through Friday for consultation.
10. The ACC member must be a Flint Ridge Property Owner in good standing.
11. Must have a personal vehicle to make onsite visits on approved projects or to seek out non-approved projects.
12. Must possess a valid current driver license.

POA BOARD OF DIRECTORS RESPONSIBILITIES FOR ACC ACTIVITIES;

1. Interpretation and enforcement of POA Covenants and By-laws.
2. Oversight and direction of the ACC.
3. Establishment and maintenance of rules and requirements for ACC members.
4. Identify FRPOA permit requirements.
5. Select ACC members.
6. Design and implement FRPOA policies for ACC administration.
7. Analyze and resolve disputes between FRPOA property owners and ACC, if necessary regarding the administration of FRPOA Governing Documents.
8. Establishment of Permit Fee Structure.

9. Ensure ACC/ICC compliance with number and type of inspections.
10. Establish expense re-imbusement procedure for ACC members.
11. Supervise, coach and evaluate ACC member performance.
12. Secure necessary legal advice and representation in all legal proceedings involving ACC activities.

FRPOA MANAGEMENT RESPONSIBILITIES:

1. Provide an ICC Inspector or contractor licensed to perform construction inspections.
2. Make available to the FRPOA Board of Directors an employee or contractor to serve as an ACC member.
3. Provide Office Staff to receive and document permit fees.
4. Provide Security Personnel to issue citations for violations as defined by the FRPOA Governing Documents as identified by the ACC.
5. FRPOA General Manager will keep the ACC informed of all Violation disputes regarding construction permits brought to his attention.
6. Ensure the FRPOA ICC Inspector or contractor assigned to making inspections during construction, documents appropriately including signing off on all inspections.
7. ICC Inspector or contractor assigned to the ACC will keep the General Manager informed of ACC activities that impact Security issues for Flint Ridge. For example, contractors/builders for projects need to be identified so Security can make arrangements for their entrance into Flint Ridge.