

**Cambridge Greens 1st Addition  
Property Owners Association, Inc.  
Architectural Control Board  
STANDARD OPERATING PROCEDURES**

**Meeting Procedures**

Architectural Control Board (ACB) meetings will be held whenever a situation comes up that requires an action by the ACB as outlined in the By-Laws and Declaration of Covenants, Conditions, Restrictions, and Easements of Cambridge Greens 1st Addition Property Owners Association, Inc.

Committee members will be notified by email, telephone, or in person by the Chairman of the ACB regarding the location, time, and date of the meeting.

The ACB shall consist of no less than three (3) members and no more than five (5) members. A Chairman to head this committee will be determined by the Board of Directors. A minimum of two (2) ACB members will constitute a quorum. In the event that two (2) ACB members are not available, an officer of the Board of Directors of Cambridge Greens 1<sup>st</sup> Addition may serve as a temporary ACB member.

All members of the ACB will be property owners within Cambridge Greens 1st Addition.

**ACB Pre-Construction Procedure Requirement**

**One set of architectural plans, including a plot plan showing structure(s) clearance to property lines**, shall be submitted to Cambridge Greens 1st Addition Property Owners Association, Inc., 2541 North Reston Terrace, Hernando, Florida 34442 (Telephone 352-746-6770) and shall specify the following:

- a. Owner's name, address, and telephone number
- b. Block number and Lot number of property
- c. Location of proposed building, wall, pool, fence, etc., on the property
- d. Type of construction (block, wood frame, etc.)
- e. Size and shape of structure including number of square feet under air/heat
- f. Colors along with sample card (building, trim, wall, roof, door, etc.)

Our Agent will **note date the submission was received** and will forward the submission to the ACB Chairman.

**Note:** Our By-Laws require action by ACB within 45 days of submission date.

The ACB Chairman will schedule a meeting of the ACB to **review the plans** as soon as possible after receipt of the plans

The **ACB will visually inspect the topography of the lot** to determine if retention walls may be required to prevent erosion due to heavy rain.

**The Chairman of the ACB will present a Cambridge Greens 1st Addition Architectural Control Board Plan Approval Checklist**, along with the plans, to all attending members at the described ACB meeting. If all aspects of construction are in order, the stated form will be filled out by the Chairman or his/her designee, and **signed** by all ACB members present representing an approval of the ACB. The **Approval Checklist** will be mailed or hand-delivered to our Agent.

Our Agent will, upon receipt of the **Approval Checklist**, **mail the contractor an ACB Certificate of Approval** and Form Letter A1 (approval of plans) along with any other required information.

Any contractor or person may start work without an **ACB Certificate of Approval**, but it is limited to clearing a lot **ONLY. No actual construction may begin without the Certificate.**

A **Stop Work Order** may be issued to the contractor or person who violates this procedure. To issue a **Stop Work Order**, the Chairman of the ACB shall contact our Agent, who will issue the order.