Architectural Control Committee
Volunteer Candidate Appointment Application Form

Personal Information

- Name: _____
- Address: _____
- E-mail: _____
- Mobile Phone #: _____

Questions

- How long have you owned a home in Champion Forest?
- How many hours per month can you dedicate to ACC work?
- Are you available to regularly respond to emails during business hours?
- Have you served as a Committee Member or Board Member before?
- If yes, please specify your position and the duration of service:
- What is your current employment status?
- If required, can you be contacted at your workplace?
- Are you comfortable with using technology such as email and Excel?
- What are your top goals for the ACC team if selected?

1.
2.
3.

Please attach a separate brief biography, including relevant skills and your motivation for joining the HOA's ACC team.

Attestation and Acknowledgement

By signing this form, you agree to uphold all Champion Forest Fund, Inc. HOA Covenants, Restrictions, and Policies. You also commit to maintaining confidentiality regarding any personal HOA information you may access during your service, should you be confirmed. You agree that at the end of your term of service you will pass over all related documentation and records that may be in possession to the HOA Board and/or the new ACC Team. Term of service is one year, with a possible agreed extension of a second year.

- Signature: _____
- Date: _____

Please complete and return the Volunteer Candidate Appointment Application Form to the HOA President via: www.ChampionForestOnline.com You will be contacted by the Board.

Architectural Control Committee Volunteer Roles and Responsibilities:

The ACC Team of three are selected and confirmed by the HOA Board. They are responsible for implementing the HOA's rules and policies regarding the approval or denial of architectural improvements within the subdivision. This is a critical function in helping maintain the harmonious appearance and living within the subdivision.

- Most of the committee's work is undertaken and completed electronically.
- All applications are received via the HOA's website. Once an application is received it should be reviewed and discussed promptly with the goal of a one-week turnaround.
- All team members have an equal standing and voice within the committee but take turns serving as the team leader. The team leader coordinates review of emails and vote, maintains the Excel log and communicates with owners.
- Ten to 20 applications are received each month. Most are simple and clear, perhaps five each month require more in-depth review and discussion. There are just two vacant lots within our subdivision at this time that could require a new build review.
- Occasionally there is a need to drive by a site for appraisal, and on a rare occasion there may be a need to meet with the owner to discuss, pick up documents or have one signed.
- Approval or denial is given based the applicable facts and a majority committee vote.
- The HOA Board President acts as liaison to the team directing the ACC team to any facts that they may need for guidance in decisions, such as where to find building line information for various sections of the subdivision, Policies and Texas Property Code regulations on things like solar installations, fencing etc. The President is also copied on the approvals and denials for the record.
- An Excel data record spreadsheet is maintained by the committee.
- Approvals and denials are issued via email and constitute a written record.
- The ACC team leader presents a summary report to the HOA Board at the monthly HOA meeting.
- Terms of service are one year, with a possible agreed extension of a second year.

*The admin management company is not involved in our ACC process, except when forwarding the team an application that they may have received.

The HOA Board only become involved in an ACC decision if a denial is given, and the owner requests a hearing with the Board. The Board is responsible for hearings and having any violation notices issued if something has been modified or constructed without the required ACC approval.

See:

https://www.championforestonline.com/architectural-control/

https://www.championforestonline.com/documents-archive/

Revised 2025