



# Circle D Civic Association

111 N. Hasler Blvd, Rm 214, Bastrop, TX 78602-3984 • PO Box 852, Bastrop, TX 78602-0852  
512.321.5272 • contactus@circledbastroptx.org • www.circledbastroptx.org

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## How to Appeal a Ruling

**How do I appeal a ruling by the Circle D Architectural Control Committee (ACC)? The language below is from the “Amended and Restated Bylaws of Circle “D” Civic Association. It is the language that provides the steps for appealing a ruling by the ACC.**

SECTION 10.3: Appeals of Decisions of the Architectural Control Committee.

A. A Member may appeal any action or decision of the Architectural Control Committee pertaining to such Member's lot or lots to the board by sending certified mail to the Association within thirty (30) days of the decision the member wishes to appeal.

B. If an appeal is sent to the board in accordance with subsection A, above, the Board shall have 45 days in which to conduct a hearing with the requesting member. At the sole discretion of the Board, the hearing may be conducted at a regularly-scheduled meeting of the board, or another time that is mutually convenient for the Board and the requesting member.

C. At the hearing, the member may present any plans, evidence, and concerns to the Board. The Board shall have the sole discretion to either adopt, amend, or reject the decision of the Architectural Control Committee. The decision of the Board shall be final.

D. Members of the board who ruled on the Architectural Control Committee application shall not vote in the appeal process.

**Follow these steps to appeal a ruling of the ACC to the Board of Directors.**

1. Send a letter by certified mail to Circle “D” Civic Association within (30) days after the ruling stating that you wish to appeal the decision of the ACC. Include a general statement in the letter that includes the reason(s) you are appealing the Committee’s ruling. Send your letter of appeal to the following address:  
**Circle D Civic Association  
PO Box 852,  
Bastrop Texas 78602-0852**
2. The Board will make every effort to hear your appeal at the next regularly scheduled Board meeting. The meetings are generally held every second Saturday of the month starting at 8:30 a.m.
3. A notice of the Board Agenda is sent out to members and is posted on the website at [circledbastroptx.org](http://circledbastroptx.org).
4. At the Board Meeting be prepared to provide any supporting documents including plans, evidence, and concerns that you believe are relevant to support your appeal.
5. The Board is open and will listen to all information provided before a final ruling is voted on.

**If you have any questions, feel free to contact us at (512) 321-5272.**