



## ASSOCIATION, INC.

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### PROCEDURE FOR OBTAINING APPROVAL OF ARCHITECTURAL CHANGES

The procedure for obtaining approval for any architectural change shall be as follows:

Complete plans and specifications showing the nature, kind, shape, color, size, height, and material to be used and location of any proposed improvements, alterations or landscaping, as well as the proposed contractor and any other information as required by the Board, shall be prepared by the requesting owner and submitted to the architectural committee along with any fee or deposit established in the architectural rules. A duplicated request shall be submitted to the Board at the same time as the submittal to the architectural committee. The Board may establish a construction deposit and require that it be paid with the plans and specifications.

The architectural committee shall review the submission and provide a written recommendation as to approval or disapproval of any such submission, including the reasons for any decision, to the requesting owner within 45 days of receipt by the committee of all required materials.

Owners wishing to appeal a disapproval from the architectural committee shall resubmit the request to the Board of Directors within 30 days of receipt of the architectural committee's written recommendation. The Board of Directors shall review the submittal within 30 days of receipt of the request for reconsideration and shall provide a written response within 30 days of receipt of the resubmission including the reasons for the Board's response.

In the event the architectural committee or Board fails to provide a written response to the requesting homeowner within 60 days of receipt of the request from the owner, the owner may notify the Board in writing that a response has not been received. If the Board fails to respond within 30 days of the receipt of the notice, approval will not be required and the relative covenants shall be deemed to have been fully satisfied.

Once an owner has obtained approval for an architectural submittal, work on such approved submittal shall promptly commence and shall be completed within a reasonable time period.

Owners are directed to the CC&R's Article 8, Architectural Review Committee, which begins on page 37 for more specific information about architectural change requirements.