

THE VILLAGE AT MOUNTAIN RIDGE HOMEOWNERS ASSOCIATION ARCHITECTURAL REVIEW COMMITTEE IMPROVEMENT REQUEST PROCEDURE

Article V of the Declaration of Covenants, Conditions, And Restrictions (CCR) defines the responsibilities of the Architectural Review Committee (ARC). The purpose of this procedure is to define the Roles and Responsibilities of the Homeowner(s), Management Company, Executive Board, and the Architectural Review Committee in regards to how an improvement request is handled.

Who:

The Homeowner(s):

The owner of property within the community.

The Management Company:

Is an entity that is hired by the executive board to handle the day to day business of the community i.e. collect Association dues, handle contracts for the community etc.

Architectural Review Committee (ARC):

Is a group of homeowners appointed by the board that volunteer their time to review ARC Improvement Requests submitted by homeowners.

Executive Board:

Appoints the committee members and generally autonomous to the process.

Roles and Responsibilities:

The Homeowner(s):

Must submit a completed Architectural Review Committee (ARC) Improvement Request to the Management Company ***Prior to the commencement of any architectural change to the property.*** This request has to contain enough information and detail for the Management Company and the ARC to make an informed decision about the request.

- Review the CCR and the ARC Guidelines regarding improvements.
- Conform to the CCR and ARC Guidelines or request a variance.
- Fill out the ARC Improvement Request Form.
- Attach detailed drawings, color samples, materials of construction per the CCR and the ARC guidelines.
- Submit 2 (two) copies of the request to the Management Company by the Thursday prior to the second Tuesday of the month for consideration at the next meeting. Otherwise, the request will not be reviewed until the following meeting.
- **Do not proceed with request until decision form is received or there is no response within 45 days of submission.**

The Management Company:

- Reviews the request for completeness. This is accomplished by filling out the “DECISION OF THE ARCHITECTURAL REVIEW COMMITTEE IMPROVEMENT REQUEST FOR THE VILLAGE AT MOUNTAIN RIDGE HOMEOWNERS ASSOCIATION”.
- On the line “Management Company, having reviewed the improvement request for:” fills in the last name of the requestor (from ARC Improvement Request form), Address, and date request was received.
- Answer the questions in the first section of the form prior to checking the boxes Sufficient for Committee Review or is denied for reason(s) stated below:
- A Request is denied under the following conditions and sent back to the requestor:
 1. ARC form is not submitted with the request and or is incomplete.
 2. Review request to determine if the request is “after the fact” and work is actually in progress and or in violation of the CCR. This is not intended to be the first Architectural Review of the request. This is intended to be a trigger that allows the request to be denied if the work is in progress and a violation letter has been issued to the homeowner.
 3. If the request is to fix or change a violation. The Management Company checks this box to allow the committee to review the request.
- The final area for the Management Company is a checklist to aid in analyzing if the request is complete.

THE VILLAGE AT MOUNTAIN RIDGE HOMEOWNERS ASSOCIATION ARCHITECTURAL REVIEW COMMITTEE IMPROVEMENT REQUEST PROCEDURE

The Management Company (contd.):

- Based on the above determine if the request is sufficient for Committee review, or is denied.
- If the request is denied send a copy of page 1 of the decision form filled out to the Homeowner(s).
- If the request is sufficient for committee review than make 1 copy of the request for each member of the committee.
- Attach the completed decision form to one of the two request copies received from the homeowner for the ARC secretary.
- Deliver these copies/original to the ARC members on the Saturday prior to the Tuesday meeting (which is the second Tuesday of every month).

The ARC:

- The ARC secretary fills in the Submittal Number and Sequential Number. This is a tracking number to easily find submittals in the secretary's record.
- Review the request prior to the meeting for CCR and ARC guidelines compliance prior to the meeting.
- Participate in the meeting preferably in person however, proxy votes are accepted.
- The Secretary chairs the meeting and the committee reviews the request for compliance with CCR and ARC Guidelines utilizing the decision form.
- Secretary fills out the form and takes notes during the meeting.
- Once the meeting is adjourned the Secretary prepares meeting minutes, and sends an e-mail of the meeting minutes to the Management Company, ARC members, and the Executive Board. This is done to expedite the process.
- The Secretary sends a hard copy of the decision form and meeting minutes via the United States Postal Service to the Management Company.

The Management Company:

- Upon receipt of the ARC's decision form(s) and meeting minutes the Management Company makes a copy of the decision form(s) page 1 (one) and utilizing the United States Postal Service mails page 1 of the decision form back to the homeowner within 45 (forty five) days of the original submission request.
- Page 1 (one) & 2 (two) of the form is filed for record.