

Procedures and Important Information

When the Association finds the submittal adequate to initiate review procedures, the Architecture Committee will identify neighbors who may be affected by the project and from whom the submitting owners have not obtained tentative Neighbor Awareness forms. The Association reserves the right to require additional neighbors to be given Neighbor Awareness forms.

Upon the confirmation by the Architectural Committee of the receipt of all required documents, the Architectural Committee and subsequently the Association shall within 30 days approve or disapprove the proposed project. Submitting owners shall be invited to attend the Association action meeting.

Within 7 days of the Association decision, any party may submit written appeal to the Association for reconsideration. In the event appeals are received and found to be valid and relevant by the Association, the tentative decision of the Association shall be rescinded, pending a hearing at the next regular meeting of the Association. Submitting owners, those who have signed tentative approvals, and those who have submitted written appeals shall be notified of the location, time and date of such meeting. All appeals shall be made in person for consideration by the Association, after which the Association decision shall be final.

The Association shall notify the submitting owners of the approval/disapproval of their project by providing them with a copy of this **Submittal General Form** that has been completed and signed. If approval is subject to any stipulations, such shall be noted.

The original **Submittal General Form** (and related materials) will be retained by the Association for its files.

Submittal History:

Date **Submittal General Form** Received by Architecture Committee representative: _____

Date and Recommendation by Architecture Committee: _____

() Approve Project

() Approve Project With Stipulation (Describe) _____

() Disapprove Project (Explain) _____

Date and Decision of Association: _____

() Approve Project

() Approve Project With Stipulation (Describe) _____

() Disapprove Project (Explain) _____

Date Stipulation Satisfied: _____

Date Completed/Signed Copy of **Submittal General Form** Sent to Submitting Homeowner: _____

Original Copy of **Submittal General Form** to be retained by Architectural committee chairperson for files.

For project review by the Association; this form fulfills the purposes and requirements of Clauses II and V of the Association's CC&Rs.

By: _____
Name of Submitting Committee member Title Date