

Architectural Review

- Review all plans submitted in a timely manner at a committee meeting. Minutes should be kept. No action should be taken until all pertinent documents have been received, except to notify the lot owner/builder of what is needed to proceed.
- Maintain a file of plans and samples.
- If there is not 100% consensus on a particular submission, the matter will be submitted to the Board. The Board may choose to tell the Architectural Control Committee to submit their decision to the owner based on the Architectural Control Committee's majority vote or the Board may choose to make a decision on the matter.
- The Architectural Control Committee will write a letter to the owner of the property and the general contractor, if there is one, on any decisions it makes or concerns it has. A copy should be sent to the Board and a copy kept in the files of the Architectural Control Committee.
- Assure construction or changes proceed per submitted documents.
- Respond to all complaints of trash, weeds and non-compliance. The board will forward any complaints it receives to the Architectural Control Committee and inform the person who submitted a complaint that it has been forwarded.
- The Architectural Control Committee will hold general meetings on a quarterly basis. All members will have looked around the community shortly before quarterly meeting to observe any situations that should be addressed by the committee. Minutes should be kept and stored with other records.
- All Architectural Control Committee meetings are open to members of the Association.
- If any member of the Architectural Control Committee is unable to attend a meeting, the President of the Board of Directors or his successor shall replace the absent member.

This architectural review policy is subject to review and modification by the Board of Directors.