

Sunland Village East

Architectural Policies and Procedures

Architectural Control Committee Operating Policies and Procedures

1. Duties of the Architectural Control Committee (ACC)
 - 1.1 Review and approve or disapprove any application for architectural changes, environmental changes or any external alterations to their property requested by members of SVE Homeowner's Association.
 - 1.2 Review and investigate architectural guideline noncompliance or violation complaints as outlined in the Covenant Violations Policy.
 - 1.3 Recommend to the SVE Board of Directors proposed changes, updates, or additions to the architectural guidelines, procedures or policies.
 - 1.4 Create and maintain records related to architectural change requests, violation complaints, status reports and committee actions.
2. Operating Procedures of the ACC
 - 2.1 The SVE ACC shall meet weekly. During the summer months of June, July, and August, the committee may meet bi-weekly if change requests are reduced in number. The bi-weekly meeting schedule may be extended by the committee.
 - 2.2 The committee shall elect a Chairperson to serve for one (1) year. The Chairperson shall have at least one (1) year experience as a committee member.
 - 2.3 A quorum of ACC members must be present at any ACC meeting for business to be conducted. In the event a quorum is not reached, action on architectural requests must be delayed until the required number of ACC members is present. (AZ Revised Statute 10-3824, 10-3825).
 - 2.4 The Chairperson will prepare an agenda for each meeting. The agenda should include itemized lists of the architectural requests received in the SVE Office to be reviewed and voted upon, and guideline violation complaints to be investigated.
 - 2.5 All written architectural change requests submitted to the ACC must be reviewed and acted upon within thirty (30) days of ACC receipt.
 - 2.6 When the architectural change requests are complete with enough information to determine compliance with RCC&R's and Architectural Guidelines, the committee may immediately vote for or against approving the request.
 - 2.7 If the SVE Architectural Change Request Form (ACRF) is submitted incomplete and does not include enough information for a determination of guideline compliance to be made, committee members may decide to visit the site to gain the required

information. After the visit the committee will defer the request to the next meeting for an official vote.

- 2.8 Incomplete change requests may also be voted on as "disapproved because of inadequate information" without a home visit and sent back to the homeowner with a request to resubmit with additional information. A list of what information is needed should be included to help the homeowner complete the request form appropriately.
- 2.9 Each SVE Architectural Change Request will be voted on as approved, disapproved, or approved with stipulations. A majority of the committee members present must vote for the approval or disapproval for the determination to be official. (AZ Revised Statute 10-3824) The results of the vote will be noted on the Architectural Request Form. Signatures of the committee members voting as well as any comments, stipulations, or disapproval reasons should also be added. The request forms, either approved or disapproved, will be given to the ACC Secretary.
- 2.10 The ACC Secretary, a HOA staff person serving the ACC at the direction of the HOA manager, shall maintain an ACC Status Report of approved architectural changes and verified covenant violations. He/she will also complete correspondence with the homeowners, including change request approval or disapproval letters, and covenant violations notifications. Copies of all correspondence, Architectural Change Requests and violation/complaint documentation will be placed in the permanent property records.
- 2.11 Only the ACC Chairperson in consultation with the SVE Manager, may access the SVE permanent property records to gain information related to past ACC actions. The ACC Secretary, a SVE office employee, and the Director also have access.
- 2.12 After the ACC is given notice that an architectural request has been completed, one or more committee members shall visit the home to inspect the project for compliance with the original ACC approval. If the improvement is found to be not in compliance with the original approval and SVE Architectural Guidelines, the homeowner will be notified of the noncompliance in writing within ten (10) days of the inspection. The Covenant Violation Policy will then be followed as needed.
- 2.13 Covenant violation complaints will be reviewed and assigned to one or more ACC members to investigate. (See Covenant Violation Policy)
- 2.14 After the scheduled meeting, ACC members will survey their assigned areas for completion of approved architectural changes, investigate covenant violation complaints and check for compliance/correction of previously verified violations. Completions, compliances or changes of status, if any, should be reported to the ACC Secretary at the SVE Office so that the ACC Status Report is kept up-to-date.

2.15 Minutes of each ACC meeting will be recorded and presented at the following meeting for approval. Copies of the minutes will be kept in the SVE office.

3. Architectural Change Request Policy and Procedure

- 3.1 Each property owner is responsible to maintain his/her property with a reasonably high standard of care to provide a neat, clean and attractive appearance. (RCC&R 4.1.18). Therefore, doing proper maintenance may not be considered a change, and as such, does not necessarily require an ACC approval. Obtaining approvals does establish a record in the HOA Office and may be beneficial at some future date.
- 3.2 All architectural change requests must be in writing and include a complete description of the proposed changes. Architectural Change Request Forms (ACRF) are available in the SVE Association office. A plot plan, specifications, color samples, and other pertinent information should also be included, if applicable. All documents submitted with the request form will become part of a permanent record and will not be returned. (See SVE Architectural Change Request Form)
- 3.3 The ACRF, when properly completed, may be hand delivered or mailed to the SVE Association office. Upon receipt the office staff shall date stamp it.
- 3.4 The approved architectural change must be started within six (6) months of the approval date and completed within one (1) year of the approval date. If the architectural change has not been started within six (6) months the approval will be voided. The homeowner must resubmit to the ACC another request if he/she decides to proceed at a later date.
- 3.5 Changes or deviations of approved plans and specifications may not be made without further written approval of the ACC.
- 3.6 The ACC has the authority to stop all work being performed by either the homeowner or his/her contractor for which an application has not been approved or which is deemed in violation of SVE RCC&R's. Failure of the homeowner to comply may be cause of an action at law or in equity, either for injunction, action for damages or such other remedy as may be available.
- 3.7 In the event an ACC request is not covered by RCC&R's, Bylaws, or Architectural Guidelines, the ACC, with a majority decision by the Board of Directors, may make and enforceable decision regarding acceptance or rejection.
- 3.8 Failure to approve or disapprove any request within the prescribed time limit constitutes disapproval.
- 3.9 If a proposed architectural change is disapproved by the ACC, the homeowner may appeal the disapproval to the SVE Board of Directors by sending the HOA a written request for an appeal within 30 days of the date of the disapproval. The Board of Directors will hear the appeal within 60 days of the receipt of the appeal request or at another time agreed upon by the Board and the homeowner.

- 3.10 The ACC is not responsible for nor makes any decisions about whether a proposed change is in compliance with city building codes, permits, or other laws. The committee does not review applications for such permits. ACC approval for proposed architectural changes does not relieve the homeowner of any requirements to obtain city permits, nor does the approval indicate compliance with any other public agency requirements. Copies of any Mesa City permits for architectural additions or changes should be submitted to the SVE Office to be added to the permanent property file. City permits DO NOT presume approval by the ACC.
- 3.11 The ACC may permit slight deviations from the Board of Directors approved palette of paint colors. Said deviations may be lighter and not darker than the color selected in the approved body and trim color list. This also allows for the use of different paint brands than the one in the HOA approved paint color books.
- 3.12 Rock being added to the lot as maintenance does not require prior approval, provided the rock is the same color and size previously applied. Changing rock size and color does require pre-approval.
- 3.13 Repairs in kind of any buildings or yard components that may have been damaged by weather or age do not require ACC pre-approvals, as they are considered maintenance.

Adopted by the Board of Directors October 14, 2010

Gene Trust, Secretary of the Board of Directors:


