

Milton Estates Architectural Review Committee

Policy/Guidelines & Procedures

1. Architectural Committee Structure

- a. Meetings are held quarterly or as needed based on applications or policy/procedures reviews/decisions required.
- b. Minutes are published following the meeting when decisions/actions are required.

2. Architectural Committee Reference Documents

- a. [Complete set of CCR's](#)
- b. [Exert of CCR Section IV 4.1-4.15](#) the basis for our committee structure/procedures/actions
- c. [HOA Building/Landscape Guidelines](#) the 2005 adopted MEHOA guidelines based on CCR IV 4.6
- d. [Homeowner Application](#) the requester application to complete home improvements
- e. [Contractor Building Checklist](#) the form residents should give to their contractor prior to building start

3. Home Improvement Application Process

a. Notification of Application

- I. ARC will receive notification from a Board member upon postal receipt of application and/or directly through the MEHOA ARC Email Account.
- II. Once the application has been determined complete by the HOA, the review process should be started/completed within thirty (30) days of application receipt by a minimum of two (2) ARC members; or three (3) if specified in the CC&Rs.
- III. Upon notification, each ARC member shall review the application/request and begin an email/phone conversation to establish which path the review will take—online review only, phone or meeting required.
- IV. ARC to notify the requester that the application has been received and is now under review.

b. Application Review Process

- I. The ARC will begin the review process to ensure the request complies with the CCR's and/or Guidelines.
- II. ARC members should email/phone questions/concerns to each other about the application and/or supporting collateral before signing the document

c. Approval Processes

- I. Application Requests that are APPROVED without conditions should be signed/dated mailed/emailed to the requester immediately upon approval.
- II. Application Requests that are CONDITIONALLY APPROVED should be discussed with the homeowner via phone/email/mail prior to signing/dating the application to ensure the homeowner is aware of and/agrees to the condition. Once agreed to; ARC should sign/date the application and email/mail to the requester immediately. If the homeowner does not agree to the condition, the application should be denied.
- III. Application Requests that are DENIED should be discussed with the homeowner via phone/email/mail prior to signing/dating the application to ensure the

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homeowner is aware of the decision. Denied applications can only be returned through the mail. Residents can resubmit denied applications if they can comply with the CC&R and Guidelines.

- IV. The ARC has the authority to seek consultants to approve applications; in this case consulting fees of no more than \$100 can be collected to process the request.
- V. All application Documentation should be appropriately signed/notated/dated by ARC before turning over to document storage (Dave Keneller).
- VI. All applications, regardless of disposition are reported in the HOA ARC Tracker with appropriate dates/decisions/conditions/status.

d. Completion Process

- I. Schedule for Completion should be stated on the application, if it is not – ARC should not proceed/approve until this is filled in by the requester.
- II. ARC should determine if the project requires a 'final' inspection at the onset, inform the requester that this will take place.
- III. Inspection of the project should take place based on the date provided by the requester and/or notice by the requester that the project has completed prior to this date.
- IV. If the work is not completed within one (1) year, the ARC should take necessary steps to: (a) extend the application and/or revoke the application.
- V. Following inspection, if any of the work is not in accordance with the approved application, the ARC should within sixty (60) days notify in writing the homeowner of noncompliance.
- VI. Upon successful completion, the ARC should send a notice of completion letter stating the application is closed/complete.
- VII. The ARC will notify HOA of all approvals and denials of applications.