

**Fleetwood West Property Owners Association
Architectural Control Committee (ACC)
Policy and Procedures**

Policy Issue:

Fleetwood West Covenants instruct the Association's Board of Directors to appoint a separate independent Architectural Control Committee (ACC) to review and then approve or disapprove, in writing, any exterior project within Fleetwood West. The review includes adhering to the Deed Restrictions, the harmony of external design, color and the location of the project in relation to the surrounding structures and topography [See Articles V and VI in Covenants].

The ACC must include three or more members and are appointed by the Board with at least three of those members required for approval or disapproval of any Application. Their decision is final unless appealed to the Board. Thus Board Members may not serve on the ACC although the Board President is an ex-officio member of this and all Association Committees. The purpose of this separation policy is to allow the Board to independently hear appeals, if made, with a view independent of that of the ACC and with both groups using the Covenant's Authority as the basis of the final decision.

It is the policy of the Association to PRE-APPROVE specific projects to facilitate the process of Architectural Control and make repairs, changes and maintenance less burdensome, more timely and yet fulfill the requirements of the Covenants. All of those projects that fall outside of the Pre-Approved specifications and conditions are to be submitted to the ACC for review and written approval to assure that they meet the guidelines defined in the Covenants. [Copy the Form on ACC Page 4 of this document] Note: The display of a Contractor's signs on projects in Fleetwood West is prohibited!

The application may be hand carried or emailed to any ACC member.

I. Pre-approved Projects: Specifications and Conditions

1. Fencing: Pre-approval is granted to repair or replace fencing if the materials, pattern, location(s) and color are similar to the current fence or other existing approved fencing in your Fleetwood West area.

2. Roofing and Gutters: Pre-approval is granted to repair or replace roofing and gutters with materials of similar color and design using materials of comparable or better quality to the one replaced and closely matching the surroundings so as not to be a noticeable repair.

3. Roofing Features: Pre-approval is granted to repair and/or replace existing sky-lights, roof vents, ridge vents and flashing with those of a similar design, shape, size and color.

4. Windows and Doors: Pre-approval is granted for the repair and/or replacement of existing exterior windows and doors including allowing for some modification in thickness or nominal dimension variances. New door and window openings and locations are excluded.

5. Exterior Walls: Pre-approval is granted to repair or replace exterior walls with materials of similar size, color and design. Only "Hardie Plank" [Or a cement/fiberglass material] is pre -approved for wood replacement.

6. Exterior Paint Colors: Pre-approval is granted to touch up or repaint exteriors using a shade range of the same color as the existing paint. All changes of color require the approval of the ACC.

7. Antenna and Satellite Dishes: Pre-approval is granted to replace or install one antenna up to three feet in length and/or one satellite dish up to three feet in diameter in a location not visible from the street.

8. Landscaping: Pre-approval is granted for all changes to an owner's landscape with the following exceptions:

a) Any and all changes to grade or the construction of retaining walls or structures that could alter existing drainage patterns,

b) trees and shrubs that reach a mature height in excess of ten feet may not be planted within five feet of a neighbor's foundation, sidewalks, driveway or a common wall ,and

c) plantings near a street, intersection or driveway may not obstruct the view of a pedestrian or vehicle driver.

II. Projects Requiring an Application for Approval from the ACC:

After determining that an owner's proposed exterior project requires ACC approval [does not meet the criteria and conditions for Pre-approval], owner must use a copy of the ACC Application Form displayed on page four. All Information should be provided on this form and include drawings, sketches, color swatches, permits, etc. where applicable. Adequate information on your project is necessary for the Committee to make an informed judgment that the proposed project meets Covenant standards.

If the written request is not approved, the owner may appeal to the Board of Directors. No actual work may begin on a project until written approval is secured from the ACC. Please secure a signed and dated receipt from an Association official when you submit your Application. It is the policy of the Association to act in most cases, within five to seven days. A written decision **MUST** be given within thirty days of the dated submission of the Application. If not, the project is automatically approved. Delays in handling may be reported to the Board of Directors. A true emergency property repair is deemed an exception. Please notify the ACC Chairperson, Board President or any member of either body in advance if you feel your situation is a true emergency and you need to act quickly. **PLEASE NOTE: Any costs of redemption required by an owner not securing proper written approval from the ACC, as outlined in this document, will be borne totally by that homeowner.**

III. Procedure to Secure Approval for an Exterior Project:

1. Review the Pre-approved Projects section to determine if your project meets the criteria listed for Pre-approval. If in doubt, contact the ACC Chairperson to clarify issues. You have the final responsibility-See **Note** above.
2. Review the Covenants to confirm that the changes you wish to make are not prohibited by the Deed Restrictions.
3. If approval is required, complete Application Form, and attach drawings, color samples, etc. that will assist the ACC to provide an informed decision.
4. You may mail the Application Form, but to expedite the process and to assure that you have a dated receipt, contact the ACC Chairperson or email your application and save the reply for date verification. If the ACC has to contact you for additional information, it will slow the process so please be sure to submit clear and concise information and adequate support material.
5. Projects requiring permits by any government entity may be tentatively approved by the ACC based on receiving a copy of said required permit, but no work shall commence until a copy of any required permit is received and written authorization is issued by the ACC. Any authorization by the ACC shall not be construed as overriding any legal requirements to pull permits for projects. Neither the ACC nor the Board of Directors have the resources, time or expertise to determine if a proposed project meets safety, technical or code requirements and rely on governmental agencies who issue permits.
6. Copies of all ACC Applications, approvals and related matters are kept on file with the Association Secretary.

Fleetwood West Property Owners Association

Application for Exterior Project Approval

To: Fleetwood West ACC

From: _____

Name(s) of Property Owner(s)

Address for which you seek approval

Property owner mailing address if different

City/State

Zip

Email Address

Home Phone

Business/Cell Phone

Please print: Remember to get a dated and signed receipt when submitting your application.

Describe in detail your planned improvement, alteration, or repair. Include location, materials to be used, and colors. Attach drawings, paint swatches, plans or other items clarifying your request. Attach additional pages as needed.

Applicant(s) attest that: Upon acceptance of this request, owner(s) will secure required permits and submit copies to the ACC. Should changes to information submitted herewith arise, approval for such changes will be secured from the ACC prior to implementation. I /we have read the ACC Policies and Procedures and the Covenants and agree to all stated rules and regulations therein.

Owner of Record

Date

Owner of Record

Date

Hand Deliver or email to an ACC member or Chairman