



ARCHITECTURAL COMMITTEE FINAL APPROVAL PROCEDURE

IRONWOOD VILLAGE

September 18, 2024

The following procedures provide direction to the Architectural Committee (ARC), Board of Directors (BOD) and Association Management (MGMT) for Ironwood Village Association regarding the Final Approval Procedure.

FINAL APPROVAL PROCEDURE:

- 1. Given the growing concerns of architectural change accuracy, the Architectural Committee has created a Final Approval Procedure for all submittals effective 6/21/2024. This is for the protection of all parties involved: owner, residents, ARCH and BOD.**
- 2. Owner must include a completion date of all project submittals.**
- 3. Upon completion of an approved project, a member of the ARC will visually inspect the completed project for accuracy and alignment with the approved submittal.
 - a. The ARC will be provided an excel list, updated monthly, of the projects due to completion. The appropriate submittals and excel list will be placed on the portal for ARC use throughout the process.****
- 4. Upon approved final inspection, the ARC committee member will sign the Final Approval line on the ARC submittal form. This signed form will be submitted to MGMT for final processing to close the ARC project completion. The signed form will be provided to the owner and saved to the owner lot file as a matter of official HOA record.**
- 5. If upon inspection there are issues with the project, that are not accurate to the approved submittal terms, the ARC member will not sign the form and notify MGMT. MGMT will inform the owner of the issues to be corrected along with a time frame outlined by the ARC member based on the issues to be corrected. Upon the correction, the owner will notify MGMT, who will notify ARC to complete the second Final Inspection request.**

6. If after two inspections the project is not accurately completed, ARC will notify MGMT who will inform the owner an onsite meeting with the ARC is required to avoid possible fine(s) and legal fees incurring for the unapproved ARC changes.
7. If the owner fails to meet with the ARC to resolve after 30 days, BOD may send the file to legal for assistance and resolution and fines will begin.

Board Acceptance and approval at a duly called Board of Directors meeting held on September 18th, 2024.

Board Member Signature:



Date


