

ARCHITECTURAL CONTROL COMMITTEE POLICIES AND PROCEDURES

Title 33 of Arizona State Statutes under Chapter 16 as a Planned Unit Development (PUD) requires that a member of the HOA board serve as chair of the Architectural Control Committee (ACC). The HOA board authorizes the ACC Chair to impanel two other people to review any homeowner requests for change or for a violation of an unauthorized change.

Arizona Revised Statute 33-1817 (reference year 2007) refers to membership on Architectural Committees as well as requirements of new construction or rebuilds. If any revisions occur which are more recent the HOA will abide by the new revised statute.

Any exterior change, addition or rebuild to a property within the HOA must be consistent with the overall community design and be reviewed by the ACC before the change can be made.

Exceptions

Plantings (removal, replacement or additions) do not require approval so long as they are properly maintained, not invasive species (see list under Vegetation in this document), and do not grow over sidewalks and driveways, into neighboring yards, or against the house.

A homeowner requesting a change must submit a written request to the HOA by email or regular mail so that it may be entered into the official records of the HOA. Such request for change must include plans and drawing of the proposed change. When the HOA receives a written request for change the following process will be followed:

1. The ACC will promptly advise the homeowner of the receipt of the request.
2. The ACC committee will review the change and meet with the homeowner if necessary to discuss the plans and drawings.
3. At least two members of the ACC must be present during all conversations with every homeowner.
4. The homeowner shall then have the opportunity to request final action on the request, or request time to amend the request before final action. All amendments need to be in writing,
5. Once the ACC has completed its final review and the homeowner requests a decision, the ACC shall report its recommendation to the homeowner and the HOA board. If the homeowner agrees with the recommendation, no further action by the ACC or HOA Board is needed.
6. If the homeowner does not agree with the ACC recommendation, the homeowner shall be given the opportunity to be heard before the HOA board and be notified of the date, time and place of the meeting for consideration of the request.
7. Two sets of documents (plans, blueprints, etc.) will be provided by the homeowner and/or builder on any new construction or rebuild to the ACC. One copy will be kept in HOA records and the other copy will be returned to the homeowner. The adopted Crestview HOA Architectural Change Request Form will be a required part of the submittal proposal.