

BOARD OF DIRECTORS RESOLUTION

ACC REVIEW PROCESS

Delaune Estates Homeowners Association, Inc.

Upon motion duly made, seconded, and carried, the Board of Directors for **Delaune Estates Homeowners Association, Inc.** adopted the following Resolution.

WHEREAS, the Covenants, Conditions and Restrictions of **Delaune Estates Homeowners Association, Inc.**

require all homeowners of real property within said community to submit Architectural Change Request for approval as outlined, and

WHEREAS, said Covenants, Conditions and Restrictions provide the Association's Architectural Control Committee with the power and authority to review and approve or disapprove all ACC Requests as outlined, and

WHEREAS, the Board of Directors deems it to be in the best interests of the Association and all the Association's members to establish policies and practices relative to the Association's rights.

WHEREAS, the Board of Directors has fully discussed and considered this matter.

NOW, THEREFORE, BE IT RESOLVED that the Association hereby adopts the following ACC Request Review Policy:

ACC REQUEST REVIEW POLICY as outlined below:

15 DAY ACC REVIEW PROCESS

1. Community Management ("Management Company") will receive written ARC request

via mail or online form. Once a complete request has been received, this is considered

DAY 1 of the **15**-day review process.

2. Management Company will review the request for completeness. If the request is not complete, then the Management Company will work with the homeowner to gather all of the necessary documents needed for review. Once all necessary documentation has been received then the entire ACC request will be forwarded to the ACC Chair/Committee for review. In the event all necessary documentation is not received by the 10th day of the review process, then the Management Company will deny the request with notes of incomplete.

3. ACC Chair will approve, conditionally approve, or disapprove the request in writing on the ARC request. Any stipulations or conditions that must be met in order to be approved must be clearly stated either in the email or on the form. Verbal approval or disapproval is not acceptable. If the request is disapproved based on a specific stipulation, then the stipulation will be noted on the disapproval letter to the homeowner.

4. If the ARC Chair/Committee has not responded with Approved, Disapproved, or Conditionally Approved or Disapproved by the 10th Day then management company will notify ARC Chair/Committee via email that the request deadline is imminent, and a decision must be made.

5. Once the ARC Chair/Committee has decided and submitted to management company in writing then management company will send the following notifications:

- a. Approval: Send approval letter via email if email address is on file.
- b. Disapproval: All disapproval letters will be sent via the US Postal Service, Regular Mail, as well as via email if email address is on file.

BE IT FURTHER RESOLVED THAT the board shall retain the right to amend or repeal this resolution.

Executed this 1st Day of June 2024

Approved by the Board of Directors.

Joseph Labbe

Director – Joseph Labbe

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