Douglass Landing Home Owners Association

Architectural Review procedure

26 September 2010

NOTE: *All Architectural Review Applications must be processed and notification of approval or denial must be received by the applicant no later than 30 days from date of application or approval is automatic.*

1. Completed applications are submitted by owners to the Property Manager

2. Property Manager distributes applications to members of the Architectural Review Committee by email within two days of receipt

3. If application is incomplete or provides insufficient information and the committee has questions or requires additional information to be provided by the applicant, applicant should be required to resubmit a revised application to Property Manager so that the 30 day approval period restarts

4. Architectural Review Committee must review and arrive at a recommendation of approval or denial within 7 days of receipt of the application from the Property Manager

5. Architectural Review Committee chairperson will forward recommendation to Property Manager by email

6. Property Manager will submit committee recommendation to the Board for consideration and final decision at the next schedule (monthly) Board meeting.

7. In the event that the 30 days period from application date occurs prior to the next schedule Board meeting leaving insufficient time to meet the deadline, Property Manager will submit application and committee recommendation by email for Board review and final decision.