

# SOMERSET ESTATES

## Architectural Control Committee Process

The Architectural Control Committee (ACC) is charged by the Somerset Estates Homeowner Association Executive Board (SEHOA Executive Board) to review all building and/or landscaping plans to determine compliance with the Declarations and the Architectural and Landscaping Standards governing the Somerset Estates Homeowners Association. The Committee will issue a recommendation based on their review of the plans, a site visit if required, and a review of the Declarations and the Architectural and Landscaping Standards. Following is the detailed process for gaining approval of plans.

- The Architectural Control Committee will meet every month or as needed. They may at their discretion meet more frequently or by appointment if meetings with Homeowners or their Architects and Landscapers are required.
- Two copies of plans and/or specifications are required for all submissions. The level of detail required to support a requested change will depend upon the scope of work. As a general rule, changes that involve structural alterations or new construction will need to be supported by copies of the architectural plans and specifications prepared for the Boulder County building permit process. For non-permit changes, sketches, samples of colors or materials to be used and a written explanation of the scope of work are sufficient. Large landscape projects will require Landscape Architects plans detailing locations of structures and features, drainage patterns, plant and tree types and placements. Sketches of proposed changes together with a written explanation may support small landscape jobs. While there are no fees associated with normal review by the ACC, Homeowners will be required to pay charges incurred in cases where it is necessary to solicit expert opinion. They will also be billed for any out of pocket costs.
- Homeowners are strongly encouraged to review the Somerset Estates Architectural and Landscaping Standards available on the web under the ACC tab at [www.somersetstates-hoa.com](http://www.somersetstates-hoa.com) prior to planning any changes and before submission for review.
- The ACC submittal form is found under the ACC tab on the association website as well. Submissions should be sent electronically to Larry Becker, Chairman: [larryb@somersetstates-hoa.com](mailto:larryb@somersetstates-hoa.com).
- Depending upon the scope of the change the ACC may visit the property to gain a full understanding of the change requested.

- Homeowners should submit plans assuming a 30-day approval cycle if possible. The ACC will do everything possible to accelerate the process with proper notification.
- Recommendations will be based on the impact on the neighborhood, compliance with Somerset Estates Architectural and Landscaping Standards and Declarations, Amended and Restated.
- The ACC will submit their approval or disapproval to the Homeowner in writing.
- Appeals arising from disapproval will be heard by the Somerset Estates Executive Board.