

## SOMERSET ESTATES HOMEOWNERS ASSOCIATION

### Architectural Control Committee (ACC) Process

The ACC is responsible for reviewing all architectural and/or landscaping plans (Improvement plans) to determine compliance with the Declaration, CCIOA and these Standards. The ACC will decide whether to approve, disapprove, or request modifications to submitted plans based on its review of the plans and a site visit if required. If necessary, relevant experts may be requested to review the proposed Improvement. **The process for new construction, major exterior remodels, and major landscaping revisions is more extensive and may take longer. Please see the document Procedures and Standards for New Construction, Major Exterior Remodels, and Major Landscaping Revisions (“Major Projects Addendum”) that is posted on the website.**

- The ACC will meet in person, virtually, or communicate by email every month or as needed. At its discretion, it may meet more frequently or by appointment if meetings with Owners or their Architects and Landscapers are required. The ACC will submit their approval or disapproval to the Homeowner in writing.
- Applications and plans should be submitted electronically using the online fillable form (JotForm) on the Association website ([somersestates-hoa.com/acc](https://somersestates-hoa.com/acc)). This will get your application to the ACC as quickly as possible. If the online form doesn't work for your situation, you may also download the PDF form that is posted on the website, fill it out with your drawings, attachments, etc. and email your request to [accgroup@somersestates-hoa.com](mailto:accgroup@somersestates-hoa.com).
- The level of detail required to support a requested change will depend upon the scope of the work. Generally, 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. Physical submission of color samples should be at least 8”X10” or the ACC may allow a section of the existing Dwelling painted to display the sample color. Large landscape projects require Landscape Architect 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. For all tree and taller shrub submittals both the common and Latin species names must be included.
- Owners are strongly encouraged to review the current version of the Standards on the website prior to planning and submitting any application for review.

- The ACC may conclude that the proposed change(s) will affect neighbors, and, at its discretion, contact Affected Owners for their input, which will be considered by the ACC as it makes its decision.
- Owners should submit plans assuming a 30-day approval cycle. The ACC will accelerate the process if possible. If the ACC needs additional information from the Owner, it will request this information within 15 days of receipt of the application. If the ACC needs extended time to complete its review, it will work with the Owner to extend the approval timeline. If the ACC fails to approve or disapprove any request within 30 days after complete submission of plans, specifications, and materials, and receipt of any additional information requested, without the agreement to an extended timeline, the request shall be deemed to have been approved by the ACC.
- ACC decisions require a majority vote of the committee. Such a vote may be taken in a meeting of the ACC or electronically. If a member is recused, the decision then requires a majority of the remaining committee. If such recusal results in a tie vote, the application is considered disapproved, but the Owner may request a review as described below. The ACC will submit its approval or disapproval to the Owner electronically in writing.
- Should the ACC determine that a variance of the Standards is appropriate to a particular application (see “Variances, Waivers, and Reviews” above), it will ask the President of the Executive Board to consider approval of the variance at the next regularly scheduled Board meeting or at a special meeting of the Board.
- Any changes to the approved plans before, during or after construction or installation must first be submitted to and approved by the ACC.