Approved by ACC XXXXXX XX, XXXX

Approved by POA BOD XXXXXXX XX, XXXX

**Architectural Control Committee**

**Rules Procedures**

**Emory Creek Ranch Property Owners Association**

State Hwy 248 and Emory Creek Blvd

Branson, MO

April 29, 2025

**Introduction**

Protective covenants and restrictions serve to ensure that subdivisions are aesthetically pleasing and help property values stay as high as possible by requiring all property owners to follow the same set of rules. Protective covenants and restrictions for Emory Creek Ranch Titled the Declaration of Covenants, Conditions and Restrictions for Emory Creek Ranch (hereafter the “Declaration” or “CCRs”) were recorded by the Developer in the office of the Taney County Recorder.

The Architectural Control Committee (“ACC”) is appointed by the Board of Directors to monitor and enforce compliance with the CCRs. Committee members must own property in Emory Creek Ranch.

Pursuant to the authority provided by the CCRs, the POA Board of Directors may adopt, amend, and repeal rules. **These Rules and Procedures in no case make the Declaration Less Restrictive**. Rules may be updated periodically. Please check with the POA for the most recent edition.

The ACC has the authority to issue two types of permits: 1) a construction application for new construction homes and 2) a project permit for exterior structures and other projects requiring prior ACC Approval (See CCRs Article VI, Section 6.2).

The ACC is not responsible for technical design, quality of workmanship, or conformance with building or other codes. In the event that these Rules and Procedures conflict with those of government authorities, the stricter of the rules and regulations will apply.

The Board and the ACC acknowledge that every situation is different, that any set rules cannot contemplate every circumstance, and that any written document cannot address every possible contingency. ACC members exercise their best judgment to see that all improvements, construction, landscaping, and alterations on properties in the subdivision conform to and harmonize with existing surroundings and structures. All questions concerning the CCRs or this document should be addressed to the POA Board or ACC.

The Rules and Procedures published herein shall have the same force and effect as if they were set forth in and were part of the Declaration and may be enforced in the same manner as any violation of the Declaration.

This document shall refer to the same definitions as the governing Declaration of Covenants, Conditions, and Restrictions for Emory Creek Ranch, LLC.

**Purpose**

The purpose of this document is two-fold:

1. To incorporate into one document a record of the changes to the CCRs made by the Developer prior to January 2011, and
2. To document ACC policies and practices established to supplement and support the Declaration. These rules are intended to provide guidance to current and future ACC members thereby ensuring consistency in applying the CCRs from year to year despite changes in Committee and Board members.

**Architectural Control Committee Rules**

The following Architectural Control Committee Rules supplement supports the protective covenants and restrictions outlined in the Declaration (CCRs). This rules document established ACC policies and practices.

BE SURE TO READ THIS DOCUMENT ALONG WITH A COMPLETE COPY OF THE CCRs.

PROJECTS APPROVED BY THE ACC AND COMPLETED PRIOR TO THE DATE OF BOARD ADOPTION OF THESE RULES NEED NOT BE REVISED TO COMPLY WITH THE RULES STATED HEREIN.

**Section 1 Governing Rules**

**R1.1 Single Family Use**

Each Single-Family Residence Lot shall be used, improved, and devoted exclusively for single family residential use in accordance with the restrictions, conditions, and covenants set forth in the Declaration. With this document Barndominiums are not approved within Emory Creek Ranch Developement. No duplex, flat, boarding house, rooming house, apartment house, or other multi-family or multi-unit residential structures, or any non-residential structures or other improvement (except Exterior Structures approved by the Architectural Control Committee as set forth in the Declaration) may be erected on any Single-Family Residence Lot. All residential structures shall be of new construction on-site; no residential building or structure which has previously been at another location shall be moved onto any Lot, and no “prefabricated”, or “modular”, or “manufactured” or otherwise pre-assembled or pre-constructed homes or structures of any nature or kind whatsoever (except Exterior Structures approved by the Architectural Control Committee) shall be erected, stored, or placed on any Single-Family Residential Lot. No camper, trailer, mobile home, vehicle, tent, outbuilding, Exterior Structure or any other apparatus or structure whatsoever except a permanent residence (the Plans and Specifications for which have been approved by the Architectural Control Committee as set forth herein and in the Declaration) shall at any time be used for human habitation, temporarily, or permanently, nor shall any residence or other structure or improvement of a temporary character be erected, moved onto or maintained upon any Single-Family Residential Lot or any Common Areas. Notwithstanding the foregoing, nothing herein shall prevent or prohibit the Developer, or its designees authorized by the Developer from placing and using temporary buildings, structures, or any residence for model, office, sales or storage purposes prior to the end of the Control Period. Further, nothing shall be deemed to prevent the leasing of any single-family residence from time to time by the Owner thereof, subject to all of the provisions of These Rules and the Declaration.

**R1.2 New Construction**

No more than one (1) single-family residence shall be located on any Lot and no such residence shall exceed two (2) stories in height. Each such residential structure shall have an attached garage for not less than two cars or trucks and shall have a driveway at least 18 feet wide.

**R1.3 New Construction Materials**

The front exterior face (side facing roadway) on all building shall be comprised of at least forty percent (40%) brick, stone, stucco or other material specifically approved by the Architectural Control Committee. 15% Brick, stone, or stucco or other material approved by the Architectural Control Committee in Phase 3. Vinyl materials will be allowed only on the sides and rear of any building.

**R1.4 Sewer Systems**

Emory Creek Ranch no longer provides sewer service for this subdivision. This responsibility was transferred from Emory Creek Ranch Property Owners Association to Taney County in May of 2021.

For all new construction, the sewer system on each lot in all Phases of the subdivision except Phase 6 shall utilize a Septic Effluent Pumping (STEP) 2021system with a minimum 1,500-gallon STEP tank, sewage effluent pump, and alarm panel (or equivalent system). The Owner of each lot shall be responsible for payment of the cost (including installation) of the components of the Step system on the Owner’s lot, including the collection line running to the street. ?????

**R1.5 Exterior Finish Material/Colors**

Complementary color schemes can add value to the community which helps to retain current owners, attract new owners, and showcase the community as a desirable place to live.

All exterior finish materials and colors require ACC approval prior to installation.

Exterior finish colors for siding and trim shall be natural tones such as tans, grays, and browns. Subdued gray-green, gray-blue, and other softened shades of traditional residential colors may be considered.

Any contractor or homeowner, desiring to do exterior home maintenance painting or siding replacement that involves a change to the existing color scheme shall obtain approval from the ACC Prior to painting or siding replacement.

The same color requirements shall apply to Exterior Structures as defined by the CCRs in Article 1, Section 1.14 which includes, among other things, decks, outbuildings, retaining walls, storage sheds, playhouses, swing sets, and other play structures.

Roofing shingles shall be shades of brown, gray, or black as approved in advance by the ACC. Metal, Tile, slate, and wood roofs will not be approved.

**R1.6 Dwelling Size**

The Architectural Control Committee shall exercise its best judgement to see that all structures, as to size, conform and harmonize with existing surroundings and structures. No permanent residence to be constructed on a Lot shall contain less than:

1,600 square feet (phases 1, 3, 5A and Lots 302, 303,

And 305 of Phase 5C

1,200 square feet (Phases5B and lots 299, 300, and 301 of Phase 5C

1,800 Square feet (Phase 6)

Of heated and cooled living space, on the main level. The area of garages, whether or not cooled, or both, shall not be considered in the calculation of living space.

**R1.7 Construction of Residence, Improvements and Alterations**

No building, residence, fence, wall, swimming pool, drive, Exterior Structure or other structure or improvement shall be commenced, constructed, improved, or altered, without prior written approval of the Architectural Control Committee as set forth herein and in the Declaration.

**R1.8 Fences**

The approval requirements outlined in R1.1 for approval of structures shall apply to fences. Fencing of the front yard is prohibited. Fencing on corner lots may extend to, but not beyond, the exterior side setback lines established herein. Chain link and other forms of wire fencing are prohibited.

Fenced areas adjoining houses shall be used to conceal above-ground propane tanks and may be used to conceal trash cans, trailers, wheelbarrows, yard carts, grills, and other similar items from view from Neighboring properties and/or the street. A project permit shall be reviewed and approved by the ACC prior to installation of fences regardless of size.

All fences shall be constructed of wood or composite fence materials that look like wood such as those manufactured by Trex. Pickets (the vertical boards) shall be dog-eared style (no pointed ends), 6 feet high, and constructed in a shadow box design, straight vinyl or black iron and other types of fencing may be approved. Wood fences shall be finished with natural wood-tone stain or sealed.

Fences may be placed on the property lines (front lot line excluded) or set back 3 feet or more from the property lines. When placed on the property lines, a professional stake survey is required.

**R1.9 Propane Tanks**

In 2009 the developer relaxed the CCR requirements concerning propane tanks to allow above ground propane tanks provided they are concealed behind a fence that is in compliance with Rule R1.8 of these rules.

Small propane tanks located behind the house may qualify as an exception depending on the location of the lot and view from Neighboring Properties. ACC approval is required.

**.R1.10 Swimming Pools**

1. Accessory buildings, in-ground swimming pools, cabana structures, and gazebos may be built in the back of the building area (i.e., within setbacks) of any Lot, after approval of the ACC under Rule R1.7 of these Rules. For such structures, the requirements listed in R1.1 also apply.
2. Permanent above-ground pools with a water surface area of at least 144 square feet are permitted, subject to the requirement that the rear yard containing the pool be fully enclosed with a fence meeting the criteria established in these rules. This fence requirement is not intended to meet any requirement that the Lot owner’s insurance company may require for a safety fence.
3. Lot owners and occupants shall solely responsible for compliance with all local, state, and federal regulations and laws relating to swimming pools.
4. The Association will not consider “kiddie pools,” flexible plastic or inflatable, to be in violation of these Rules as long as they are no more than 60 inches in diameter and are not kept on the front Lawns. They must be used in driveways and not be left out for more than 7 consecutive days.

**R1.11 Solar Facilities**

Under Missouri laws, the right to sunlight is a property right. The Association has the right under the Declaration and these Rules to regulate the construction, installation, and maintenance of solar systems for the generation of electricity or capturing heat. The Association and the ACC will depend on the designers and installers as to the technical aspects of the design and installation and will focus on the appearance of the solar facilities.

No installation of a solar system for generating electricity or capturing heat may be installed without the approval of the ACC. The ACC’s approval shall be in compliance with the following criteria and shall be evidenced by a permit issue by the ACC:

1. The plans and specifications for the installation of solar equipment must identify the name of the person who has designed the system and must contain the designer’s statement that the design of the system is in compliance with the current version of the National Electrical Code for solar facilities and that the system will be installed in compliance with the Nation Electrical Code.
2. All solar panels must be installed on roofs of primary residences (including the roofs of attached garages) and may not be installed on any other portion of the housing structure, any outbuilding, or in any portion of the lawn or landscaped area, unless the primary residence has insufficient south facing roof area adequate for the installation. For residences with insufficient south facing roof areas only on the street side of the house and foe lots without south facing roofs, arrays of solar panels may be placed in fenced rear yards within building lines.
3. All installation of solar facilities must be performed by experienced technicians, such as electricians. Electricians holding statewide Missouri licenses shall be presumed to be and qualified to install solar facilities.
4. The panels mounted on roofs shall be at the same pitch as the roof and shall not extend over the roof’s eaves or peak or interfere with drainage in the roof’s valleys.
5. The visible portions of the mounting system for the solar panels must be of anodized aluminum or other metal with a durable coating.
6. If a roof mounted solar system is visible from the street or adjacent lots is removed without replacement within 90 days, the roofing material shall be replaced so that the past installation will not be visually evident.

**R1.12 Building Location**

No building shall be erected on any Lot nearer than: (1) 25 feet to the front lot line; (2) 10 feet to the rear lot line; (3) 7 feet to the interior side lot line. For the purposes of this Rule, Eaves, steps, and open porches shall not be considered as part of the building, providing, however, this shall not be construed to permit any portion of the building on a Lot to encroach upon another Lot. Should any building setback lines shown upon the Plat vary from the setback requirements required herein, the building setback lines shown upon said plat shall control and take precedence over those stated herein. Variances to the setback requirements established herein as may from time to time be permitted by the County shall take precedence and be controlling.

**R1.13 Easements**

Perpetual easements have been reserved, as shown on the Plat, for the construction and maintenance of utilities and drainage, and no permanent structure of any kind shall be erected or maintained upon or over said easements.

**R1.14 Improvements**

Each Owner shall, within one (1) year after the date of commencement of construction of any improvements on their Lot, complete said improvements. If said improvements are not completed within said one (1) year period, the Developer shall have the option to repurchase said Lot (including any improvements constructed thereon) for a sum equal to the original purchase price of the Lot.

**R1.15 Utilities**

All utilities shall be installed beneath the surface and shall be an “underground utilities”. The Developer shall provide utilities (electric, telephone, water, and wastewater) in the utility easement along the street in front of each tract.

**R1.16 Driveways and Culverts**

All driveways shall be constructed of concrete, asphalt, or other material approved by the Architectural Control Committee. The color is subject to approval by the Architectural Control Committee. Each Owner is required, at its expense, to install a culvert under the driveway. Taney County will determine the size of the CMP pipe for the culvert but in no event will it be smaller than 15 inches. Each Owner shall also install, at its expense, concrete or metal bulkheads on each end of the culvert. The culvert on each lot will be a minimum of 24 feet wide.

**R1.17 Roofs**

All roofs shall have an exterior surface that shall be approved by the Architectural Control Committee, in its sole discretion. All roofs must have a pitch of at least 6:12 and consist of architectural roofing shingles or other roofing material specifically approved by the Architectural Control Committee. Thirty-year GAF or equivalent composition or better multi-tab is required. Colors shall be as indicted in R1.5.

**R1.18 Building Limitations**

The building codes of the County, as they presently exist or are herein after amended, shall be made applicable to all Lots. All dwellings and other improvements shall comply with said ordinances as they exist on the date of construction. Any conflict between such ordinances and the provisions of these Rules shall be resolved in favor of the more restrictive provisions.

**R1.19 Building Materials**

No building material of any kind or character shall be placed or stored upon any lot until the owner is ready to commence construction of the improvements requiring such materials. Building materials shall not be placed or stored in the street or between the curb and property lines. Upon completion of the improvements requiring such materials, all remaining building materials and refuse shall be removed from the subdivision.

**R1.20 Restrictions on Further Subdivision**

Except as specifically authorize by the County or the Planned Development District, no Lot shall be further subdivided or separated into smaller Lots or parcels by any Owner, and no portion than all of any such Lot, nor easement or other interest herein, shall be conveyed or transferred by an Owner without prior written approval of the board.

**R1.21 Temporary Structures**

No trailer, tent, shack, garage, barn, or other outbuilding or structure erected on a building site within Emory Creek Ranch Subdivision shall at any time be used for human habitation, temporarily or permanently, nor shall any structure of a temporary character be used for human habitation. This restriction does not prohibit the builders from placing temporary construction trailers and/or storage facilities on Lots as deemed necessary.

**R1.22 Encroachments**

No tree, Shrub, or planting of any kind on any Lot shall be allowed to overhang or otherwise encroach upon any sidewalk, street, pedestrian way, or other area from ground level to a height of eight (8) feet, without the prior approval of the Architectural Control Committee. No fence, wall, hedge, or shrub, which obstructs sight lines at intersections within the Emory   
Creek Ranch Subdivision shall be permitted.

**R1.23 Repair and Maintenance of Buildings**

No building, residence, or structure within any Lot shall be permitted to fall into a state of disrepair and the same shall at all times be kept in good condition and good repair and adequately painted or finished. The Board may determine violations of this Section to constitute a nuisance within Rule R1.24 below subject to remediation by the Association in the manner for in Rule 1.24(a).

**R1.24 Nuisances**

1. No noxious or offensive activity shall be carried on upon any Lot, nor shall anything be done thereupon which may be or may become an annoyance or nuisance to the neighborhood. No rubbish or debris of any kind shall be placed or permitted to accumulate upon or adjacent to any Lot, and no odors or noxious fumes shall be permitted to emanate therefrom so as to render any Lot, or portion thereof, unsanitary, unsightly, offensive, or detrimental to any other Lot or its occupants. Without limiting the generality of the foregoing, no exterior speakers, excessive exterior lights, horns, whistles, bells, or other sound devices, except those designed solely for security purposes, shall be used, placed, or located on any Lot. The Board in its sole discretion shall have the right to determine whether any of the foregoing conditions or circumstances not specifically describe herein constitutes a nuisance to any other Lot or the Emory Creek Ranch Subdivision and may require the removal or remediation of such condition. Any such Board decision shall be conclusive.
2. Grass, trees, and various vegetation shall be kept neatly cut and maintained. Lawns shall not be allowed to exceed six (6) inches from the ground surface. Fences and other outside structures or outdoor decorations shall be maintained so as not to become unsightly or annoyance or a nuisance to the neighborhood. Upon owner’s failure to comply with this Rule, the Association may perform, or have performed, the necessary action to remedy the problem, and shall be entitled to recover the expense associated with such remedial action from the offending owner.

**R1.25 Animals**

No animals, livestock, or poultry of any kind shall be raised, bred, or kept on any Lot, except that dogs, cats, and Chickens, or other household pets may be kept and maintained provided that they not be kept, bred or maintained for any commercial purpose. Household pets shall be maintained in a clean and sanitary situation and shall not be a noxious or nuisance to the surrounding owners. Each household shall be limited to not more than three (3) dogs and/or cats. Dogs must be considered tame. See R1.42 for housing and limitations on chickens. No reptiles shall be kept as pets. Upon written request of any Owner, the Board shall conclusively determine, in its sole discretion, whether a particular animal is a common household pet, a nuisance, or whether the number of animals kept on any Lot is reasonable. Any decision rendered by the Board on such matters shall be as enforceable and in the same manner as any other restriction contained herein. No pet or animal shall be allowed to run loose or unsupervised within the Emory Creek Ranch Subdivision.

**R1.26 Trailers and Motor Vehicles**

All vehicles, and equipment, owned by Lot owners, shall be parked only in the Lot owner’s garage or driveway. Recreational vehicles and equipment, including but not limited to boats, motor homes, travel trailers, campers and the like shall not be parked or stored within the subdivision. Small boats and trailers may be stored in owner’s garage or behind a privacy fence as long as the boat and/or trailer is not visible by neighbors or not visible from the street. The Board may provide in the Rules such other and further restrictions, prohibitions and conditions pertaining to the storage, maintenance, keeping and safe use of such motor vehicles, boats, and watercraft which shall be deemed incorporated herein by reference and as effective and binding as set forth expressly herein. Recreational vehicles may be parked in the owners driveway for a period of 72 hours for loading and unloading before and after trip.

**R1.27 Inoperative Vehicles**

No vehicle, bus, tractor, or other conveyance or rig, other than a lawn grass apparatus, shall be left inoperative on any Lot for a period of more than 3 days.

**R1.28 Machinery and Equipment**

No machinery or equipment of any kind shall be placed, operated or maintained upon or adjacent to any Lot except such machinery or equipment as is usual and customary in connection with the use, maintenance or construction of the improvements on such Lot, and except that which Developer or the Association may require for the operation and maintenance of the Common Area.

**R1.29 Outside Lighting**

Except as may be initially installed by a Builder or Developer, no spotlights, floodlights or similar type high intensity lighting (including mercury vapor, or sodium vapor lighting) shall be placed or utilized upon any Lot which in any way will allow light to be reflected on any other Lot, or the improvements thereon or upon Common Areas or any part thereof without the written authorization of the Architectural Control Committee. Other types of low intensity lighting which do not cast excessive light onto adjoining Lots are allowed. No lighting shall be installed on or around the Common Area, except that deemed necessary by the Developer.

**R1.30 Decorative Lighting**

Holiday lights are approved and encouraged within the Subdivision; however annual Christmas lights must be removed from houses by January 31st each year. Other Holiday lights must be removed after 30 days from the holiday. Decorative year-long lighting must be in compliance with R1.29 and will be approved on a case-by-case basis by the Architectural Control Committee.

**R1.31 Mailboxes**

To enhance the appearance of Emory Creek Ranch Subdivision as much as possible with United States Postal Service regulations, mailboxes in the Emory Creek Ranch Subdivision will be located as required by the United States Postal Service. A decorative mailbox shall be supplied and installed by the Builders (of design and materials and specifications approved by the Architectural Control Committee) within 2 feet of the nearest property line. All mailboxes will be the same. With respect to Lots with frontage on a cul-de-sac, Developer may, in its discretion, require that one or more residences located on such Lots locate their respective mailbox on a common pedestal or structure shared with other mailboxes for other residences located on such cal-de-sac.

**R1.32 Common Area Lawns and Plantings**

Developer or the Association shall have the right at any time, to plant, replace, maintain, and cultivate shrubs, trees, grass, and plantings within the Common Areas and on such easements as may be granted to or reserved by the Developer or the Association over and across each Lot. No Owner or Person shall remove, alter, injure, or interfere in any way with such shrubs, trees, and plantings without prior approval of the Developer or the Board. The Developer or the Association shall have the right to enter any Lot at any reasonable time, for the purpose of maintaining, placing or replacing such shrubs, trees, grass, and plantings.

**R1.33 Soil Removal**

Soil may not be removed from any Lot or Common Area without consent of the Developer of the Architectural Control Committee.

**R1.34 Garage Doors**

The doors of all garages shall be kept closed at all times except when necessary for ingress and egress. The doors of all garages shall be installed with electric or battery powered opening and closing devices.

**R1.35 Propane Tanks**

Above ground propane tanks are permitted in the Emory Creek Ranck Subdivision provided they are concealed behind a fence that is in compliance of R1.8 of the ACC Rules. The installation of the Tank and fence require Architectural Control Committee approval prior to the installation.

**R1.36 Tree Removal**

Trees with a diameter of twelve (12) inches or more may not be cut or removed without approval of the Architectural Control Committee.

**R1.37 Garage Sales**

Garage sales shall be held Twice a year. Once in the spring and once in the fall. The days and times shall be determined by the Association.

**R1.38 Signs**

No signs, either permanent or temporary, of any kind, shall be placed or erected on any property, without the consent of the Architectural Control Committee unless signage upon the property advertises the same for sale or rent, and does not exceed 2 feet square in area. 2 Foot square political signs are permitted without permission on the homeowners property, but must be removed no later the 30 days after the election. Provided, however, that Builders or Developer may erect signs to advertise the Emory Creek Ranch Subdivision and model homes.

**R1.39 Cloths Drying Facilities**

The hanging of laundry from any area within or outside a residence, which places the laundry within public view, is prohibited.

**R1.40 Sound Devices**

No exterior speaker, horn, whistle, bell or other sound device which is unreasonably loud or annoying, except security devices used exclusively for security purposes, shall be located, used or placed upon any Lots. The playing of loud music from porches or decks shall be considered offensive, obnoxious activity constituting a nuisance.

**R1.41 Basketball Goals**

The placement and quality of all basketball goals must be approved by the Association.

**R1.42 Chicken Coops**

Chicken coops may be constructed to house chickens within the Development and shall be approved by the Architectural Control Committee before construction begins. The chicken coop shall be constructed to house no more than 6 (six) chickens. The exterior of the chicken coop shall match or compliment the house in color and construction. The roof of the chicken coop shall be in compliance with Rule 1.17 and 1.5. Fencing for the Chicken coop shall not be a wire fence and shall be in compliance with Rule 1.8. Fencing for chicken coops may be shorter in height than the required 6 (six) feet.

At this time Roosters are not permitted within the Development.

**R1.43 Antennas**

No television, dish, radio receiver, or sender or other similar device shall be attached to or installed on the exterior portion of any dwelling or other structure within the Emery Creek Ranch Subdivision without approval of the Architectural Control Committee; nor shall radio, television signals, nor any other form of electromagnetic radiation be permitted to originate from any Lot which may unreasonably interfere with the reception of television or radio signals upon any other Lot or Common Area, provided, however, that digital satellite system receivers not more than 18 inches diameter shall be allowed provided they are not visible from the street. Unused antennas must be removed for the outside of the residence. Those wishing to use Amateur Radio must have a valid license from the Federal Communications Commission (FCC) and approval from the ACC before constructing any outside antenna and shall work with anyone experiencing interference to resolve the issue.

**Section 5 Architectural Control Committee Procedures**

**5.1 New Construction Permits and Project Permits**

**a)** Once a New Construction Permit or Project Permit is received by the Architectural Control Committee the chairperson will check to make sure what Phase the construction will be in and confirm all required documents and samples have been submitted. If there are missing documents and/or samples, the chairperson will contact the Builder or Owner and arrange for the missing items to be submitted.

**b)** Once all documents and samples have been submitted to the ACC, the chairperson will contact the other members of the Committee and will meet with them to review all information regarding the construction. This will be in a timely manner, but bear in mind all members are volunteers. The Architectural Control Committee shall confirm that the new construction or the Project meets the requirements set forth within the Declaration and these Rules.

**c)** Once the Architectural Control Committee has determined that the proposed construction meets all the requirements set forth in the Declaration and the Rules, the chairperson will stamp the permit application and any necessary documents, and each committee member will sign and date the approval stamp. The chairperson will mark whether the permit is approved, approved pending further action or rejected, and place a permit number in the appropriate place on the approval stamp. The permit number shall be the date (month, day, year). Two (2) digits for the month. Two (2) digits for the day, and four (4) digits for the year. If there are multiple permits being approved there shall be a -1, -2, -3 and so on for each individual permit.

**d)** Once action has been taken on the permit, the chairman shall either scan the application in or take a picture of the application and the approval stamp. These two (2) files will then be sent via email to the person named on the application, the Builder or the Owner, and will also email a copy to Emery Creek Ranch POA for the record. All original documents and samples shall be retained by the Architectural Control Committee.

**5.2 Drive Throughs**

Drive-throughs shall take place the week before the Board meeting, or at such other times determined by the Board. The chairperson will attempt to ensure there are at least two (2) committee members present for the drive through. During the Drive Through the committee members will make note of variations from the declarations and these Rules.

Once the drive through is completed, a report shall be generated which shall show the following;

The date and day of the drive through.

The members present for the drive through.

It shall show the address , the Owner, the observed violation, the code or Rule number of said violation.

This report shall be sent to the Board for further action at the upcoming Board meeting.

The Board of Directors can take action on individual violations from either issuing a letter requiring repair or action that needs to be taken to correct the issue, or table a violation at this time.