

QVMA Architectural
Control Committee

Policy & Procedure for
Construction Approval

**Quail Valley Maintenance Association
Board of Directors and Architectural Control Committee
Policy and Procedure for Approval of Construction or Alterations**

I. Policy.

A. The Declaration of Covenants Reservations and Restrictions Pertaining to Lots in Quail Valley Estates provides:

No building shall be erected, placed or altered on any lot until the construction plans and specifications and a plan showing the location of the structure have been approved by the Architectural Control Committee as to quality of workmanship and materials, harmony of external design with existing structures, and as to location with respect to topography and finish grade elevation. No fence or wall shall be erected, placed or altered on any lot nearer to any street than the minimum building setback line unless similarly approved. Approval shall be as provided for construction and alteration of buildings.

B. The erection, placement or alteration of or to any building, fence or wall shall require the recommendation of approval of the Architectural Control Committee and the approval of the Board of Directors of QVMA before such erection, placement or alteration may occur.

II. Definitions.

A. A "building" is any structure regardless of purpose, *i.e.* dwelling, garage, storage building, etc.

B. "Altered" or "alteration" means any change, other than change in color, to the structure or appearance of a building, fence or wall. "Altered" or "alteration" does not include repairs or replacement.

C. "Repair" or "replacement" means the repair or replacement of any structure, wall or fence to the same condition or appearance existing before the repair or replacement.

III. Procedure for Architectural Control Committee Review

A. Before any building, fence or wall is erected, placed or altered on any lot, an application shall be submitted in writing to the Architectural Control Committee.

B. The application shall be dated and include the following:

Plans and specifications;
Picture or drawing of the completed project; and
Projected date of completion.

C. The plans and specifications shall be dated and shall include the following:

Floor plan,
Plot lines,
Elevation,
Building materials, and
Color Scheme.

D. The Architectural Control Committee shall review the application and within twenty (20) days recommend in writing to the Board of Directors either:

1. The application be approved as submitted;
2. The application be approved subject to specific conditions;
3. The application be approved as a variance to the applicable covenants;
4. The application be denied as not in conformance with the applicable covenants; or
5. The application be denied pending further review and investigation by the Architectural Control Committee.

E. If the Architectural Control Committee does not have sufficient time to review, investigate and make its recommendation prior to the next regular meeting of the Board of Directors, it shall recommend the application be denied pending further review and investigation.

F. If the next regular board meeting is more than 30 days from the date the application is submitted to the Architectural Control Committee, the application shall be denied pending review, investigation, and recommendation by the Architectural Control Committee to the Board of Directors.

G. The written recommendation of the Architectural Control Committee shall also be delivered by mail to the applicant along with a notice of the next meeting of the Board of Directors. The applicant shall be advised that he or she may appear at the Board of Directors' meeting in support of the application.

IV. Board of Directors Review

A. The recommendation of the Architectural Control Committee shall be heard and voted upon at the next regular meeting of the Board of Directors.

B. If the recommendation of the Architectural Control Committee is an approval with conditions, variance, or denial, the applicant may appear and speak to the Board of Directors before the Board of Directors votes.

1. If the Board of Directors accepts the recommendation of denied pending further investigation, the Architectural

Control Committee shall be directed to complete its investigation and make a written final recommendation to the Board of Directors not later than 10 days prior to the Board of Directors' next regular scheduled meeting.

2. The applicant shall be notified in writing of the recommendation of the Architectural Control Committee, the date of the next Board of Directors meeting, and that he or she may appear at the Board of Directors meeting in support of the application.
- C. The vote of the Board of Directors shall be final.