

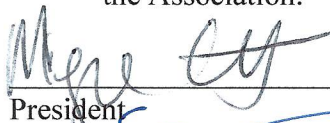
BOARD RESOLUTION FOR WALDEN NEIGHBORHOOD ASSOCIATION, INC.
PROCEDURES GOVERNING THE ARCHITECTURAL REVIEW/SUBMISSION PROCESS

Background

The Walden Neighborhood Association, Inc. ("WNA") is responsible for ensuring an orderly process for reviewing and documenting requests for architecturally controlled improvements. In an effort to develop better continuity in the architectural process and to ensure that each request is reviewed in an efficient manner, the Executive Board is hereby implementing the following processes and procedures to be followed.

NOW, THEREFORE, be it resolved as follows:

- 1) Property Owner (Owner) will submit ARCH form and all necessary supporting documentation to Property Manager by the 1st of the Month. Any submissions received after the first of the month will be reviewed at the subsequent month's meeting.
- 2) Property Manager (EAM) will forward all complete ARCH submissions to NACC chairperson immediately upon verification of administrative completeness. ARCH submissions that are determined to be incomplete (missing information/signatures/supporting documentation) will be returned to Owner with missing items highlighted. Any returned submissions that are not remedied by the 1st of the month will be reviewed at the subsequent month's meeting.
- 3) The NACC will thoroughly review ARCH Submissions, including site visits, and the Chairperson will provide a detailed recommendation to EAM by no later than the 15th of the month. EAM will document these recommendations in a summary format to be presented to the NACB at the NACB monthly meeting. In the event the NACC determines that clarification is needed on the Submission, NACC will work with EAM to clarify the request in time to meet the deadlines referenced herein.
- 4) The NACB will review the recommendations from the NACC and make a final determination of Approval/Rejection during the meeting of the NACB prior to the monthly Walden NA meeting.
- 5) EAM will respond to Owner's ARCH Submissions that have been reviewed by the NACB by providing them a copy of their ARCH Submission together with an Approval or Rejection noted. If approved, any stipulations mandated by the NACB will be relayed to the Owner. If rejected, the NACB's reasoning for the rejection will be relayed in writing to the Owner. A copy of the Owner's ARCH Submission will be kept on file for the Association.



President



Secretary

9/2/21

Date

5/19/21

Date