

BOARD OF DIRECTORS RESOLUTION

ACC REVIEW PROCESS

COURSEY COVE HOMEOWNERS ASSOCIATION, INC.

Upon motion duly made, seconded and carried, the Board of Directors for Coursey Cove Homeowners Association, INC., adopted the following Resolution, at its regular meeting held on the 16th day of JANUARY, ~~2016.~~ 2017 AX

WHEREAS, the Covenants, Conditions and Restrictions of Coursey Cove Homeowners Association, INC., require all homeowners of real property within said community to submit Architectural Change Request for approval as outlined, and

WHEREAS, said Covenants, Conditions and Restrictions provide the Association's Architectural Control Committee with the power and authority to review and approve or disapprove all ACC Requests as outlined, and

WHEREAS, the Board of Directors deems it to be in the best interests of the Association and all the Association's members to establish policies and practices relative to the Association's rights.

WHEREAS, the Board of Directors has fully discussed and considered this matter.

NOW, THEREFORE, BE IT RESOLVED that the Association hereby adopts the following ACC Request Review Policy:

ACC REQUEST REVIEW POLICY as outlined below:

30 DAY ACC REVIEW PROCESS

1. Management company will receive written ACC request via mail, email, or online form. This is considered **DAY 1** of the **30**-day review process.
2. Management company will review the request for completeness. If the request is not complete then management company will work with homeowner to gather all of the necessary documents needed for review. Once all necessary documentation has been received then the entire ACC request will be forwarded to the ACC Chairman for review. In the event all necessary documentation is not received by the 5th day of the review process, then management company will send the submitted ACC request along with all documentation to the ACC Chairman regardless of completeness.
3. ACC will approve, conditionally approve or disapprove the request in writing on the ACC request form at the bottom or via email. Any stipulations or conditions that must be met in order to be approved must be clearly stated either in the email or on the form. Verbal approval or disapproval is not acceptable. If the request is disapproved based on a specific stipulation then the stipulation will be noted on the disapproval letter to the homeowner.

4. In the event that the ACC Chairman/Committee has not responded with Approved, Disapproved, or Conditionally Approved or Disapproved by the 25th Day then management company will notify ACC Liaison via email that the request deadline is imminent and a decision must be made.
5. Once the ACC Liaison has made a decision and submitted to management company in writing then management company will send the following notifications:
 - a. Approval: Send approval letter via email if email address is on file. If there is no email address then the approval letter will be sent via the US Postal Service, First Class Mail.
 - b. Disapproval: All disapproval letters will be sent via the US Postal Service, Regular Mail.

BE IT FURTHER RESOLVED THAT the board shall retain the right to amend or repeal this resolution.

Executed this 16 day of JANUARY, 2017

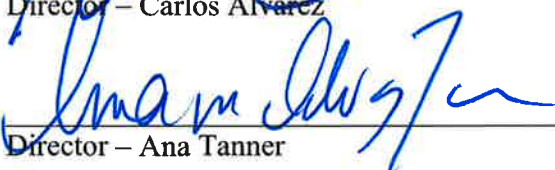
Approved by the Board of Directors at its board meeting.



Director – Sebastian Alvarez



Director – Carlos Alvarez



Director – Ana Tanner