

VV1 Architectural Additions or Modifications

Procedure to Follow

OUTLINE OF PROCEDURE TO BE FOLLOWED:

(1) Submit a written request either directly to the Architectural Committee chairperson, whose address is published in the Voice or place the written request in the mail box on the front of the Clubhouse. The plan for the addition may be in one of two forms: (a) If the addition is one of the approved plans described below, the description of the addition or modification can be simply in terms of an approved style and color. (The resident can obtain from the Architectural chairperson addresses where approved styles can be seen.) (b) If the addition is not one of the approved plans, then there must be a detailed description with drawings and color scheme, if appropriate. Residents must not expect the committee to approve an addition with incomplete information.

(2) The Architectural Committee will meet and consider the application and make a decision.

(3) If the decision of the Architectural Committee is positive, either (a) in the case where the addition is not an approved style, the committee's recommendation will be forwarded to the Board of Directors (this action is not required by the CC&R's); or (b) if it does match an approved style, the Committee will approve the application.

(4) If the decision is negative, the applicant will be so notified by registered mail. A negative decision will not be presented to the Board of Directors. An applicant has the right to appeal directly to the Board of Directors. Also, an applicant can ask for the addition to be reconsidered by the Committee.

Current policy is that the Architectural Committee recommends policy to the Board of Directors who may or may not approve the recommendation. In the event that the recommendation is approved, the Committee will carry out actions consistent with this policy. (This procedure is not required by the CC&R's.)

(5) In the event that either the Architectural Committee or the Board approves the application, the

Architectural Committee chairperson will notify the applicant by telephone followed by a letter of approval. The applicant may proceed with the alteration at that point.

(6) If approved, the resident will receive written notification of the approval. An Architectural Agreement (see 5-5, below) will accompany the notification. The Agreement states the responsibility of the owner or resident as to construction, maintenance, and useful life of the Alteration. The applicant should refer to the CC&R's Articles VIII, IX (with Article VI, Section 8), and XII, Section 1, in evaluating the Agreement as to the powers of enforcement. The act of construction of the alteration signifies that the owner or resident understands and agrees to the terms of the Agreement; no further action is required. The application and response will be filed in the permanent architectural records for the protection of WVT and the applicant.

Residents are advised that there may be some problem with the timing of their application in that the Board of Directors typically meets once a month and, although the meetings of the **Architectural** Committee are more flexible, it is possible to submit an application at such a time that the Committee would have difficulty in reviewing the application in time for a Board meeting. Because of the thirty-day rule in the CC&R's, Article VIII, the committee may have to deny an application. (The applicant may request that the application be reinstated.)

Examples of Alterations Under Architectural Control

- Front doors, if different from the original styles
- Storm doors
- Burglar bars
- Large trees in patios
- Paint colors
- Patio covers of any kind
- Lighting fixtures in front, patio, and in carport area
- Mailboxes
- Signs, trash, objects which are visible from the driveway, and planters or mats in the carport area