

## ARCHITECTURAL COMPLIANCE POLICY

The following policy is based on the obligations outlined in the CC&Rs, Article III, Section 3.03, and Article IV:

1. Owners making any changes or improvement on the outside of their houses must apply for approval from the Architectural Committee PRIOR to beginning work.  
Homeowners who make modifications or changes without prior Master Architectural Committee approval will be referred to the Hearing Board for non-compliance.
2. Those owners with prior Master Architectural Committee approval are required to give written notification of completion to the Architectural Committee.
3. Within Sixty (60) days after this written notification, the Inspector for the Architectural Committee may inspect such improvement to determine whether it was completed in substantial compliance with the approved plans.
4. If alterations do not comply with the approved plans, the Inspector, within the sixty (60) day period, shall notify the Architectural Committee and the owner in writing of the specific non-compliance and require the owner to remedy such non-compliance within thirty (30) days of the written notice.
5. If the owner fails to remedy the non-compliance within the thirty (30) days allowed, the Inspector shall notify Hearing Board and Architectural Committee of such failure.
6. Within thirty (30) days but no less than fifteen (15) days after receiving notice of non-compliance, the Hearing Board shall set a date for hearing. The Owner will be given no less than ten (10) days notice of the Hearing Board meeting.
7. At the hearing, the Architectural Committee, the Owner, and at the Hearing Board's discretion, any interested person, may present relevant information. The Hearing Board shall determine:
  - i. Whether non-compliance exists
  - ii. Estimated cost of correcting or removing such non-compliance
8. If the Hearing Board determines a non-compliance does exist, the Owner will be notified, in writing, that he has forty-five (45) days from the Hearing Board meeting to remedy or remove the non-compliance.
9. If the owner does not comply with the Hearing Board's request to remedy or remove the non-compliance, the Hearing Board will make a recommendation to the Master Association Board of Directors to (1) remove the non-complying improvement, (2) remedy the non-compliance or (3) refer the matter to legal counsel. Should the Master Board determine the Association will remove or remedy the non-compliance, the owner shall reimburse the Master Association, upon demand, for all expenses incurred. If such expenses are not promptly repaid by owner to the Master Association, the Board of Directors shall levy a reimbursement assessment against the owner.
10. If for any reason the Architectural Committee fails to notify the owner of any non-compliance within sixty (60) days of receipt of said written notice of completion from the Owner, the improvement shall be deemed to be in accordance with the approved plans.