

Carriage Hills Community Improvement Association, Inc.

Architectural Control Committee

Policies and Procedures

The Architectural Control Committee (hereafter known as ACC), shall as stated in the Deed Restrictions, have the responsibility to approve or deny all required architectural applications. Approvals or denials are based on the general interpretations established by the Deed Restrictions, ACC and the CHCIA Board of Directors, within the timeframes as established in the Deed Restrictions and clarified in the following.

The members of the ACC are volunteers, and may set meeting dates at their discretion to accommodate their personal schedules. Any changes in ACC operations are presented to the CHCIA Board of Directors for approval. Changes in operations will be posted in the newsletter, and on any current web site. Failure to notify the property owners of any changes in ACC meeting schedules does not make the ACC responsible for immediate application review, as long as consideration of a properly received application occurs within the 30 day time frame.

The ACC meets on the first and third Tuesday of each month. Exceptions to these scheduled dates are if those dates fall on a holiday the committee at its discretion will meet on a date available to all members of the committee to conform to the 30 day time frame. Applications, plans, all required information, and deposit checks should be received by the Monday night prior to a Tuesday scheduled meeting. Applicants need to remember the ACC has 30 days in which to review and approve or deny an application.

During the month of December, the ACC may meet only once. If an applicant has a question regarding such issues, they should contact an ACC Member.

It is the responsibility of the applicant to make sure they are submitting the appropriate forms, plans, etc. All questions should be directed to a member of the ACC. Contact information is listed in the CHCIA Directory, the Newsletter and the website.

All applicants should allow adequate time from submission time to approval time before commencing with any work. The 30 day time frame indicated in the Deed Restrictions shall be adhered to by the ACC. The clock for the 30 day time frame begins when the committee has received all required application forms, plat plans, plans and deposit check when required. Applicants may be notified of the ACC's findings via email, telephone or in person, for immediate notification. All application findings must also be made in writing to the applicant. Denied applications will be notified in writing via Certified US Mail. Reapplication, because of a denial or by applicant choice, shall be dated at time of resubmission and shall begin a new 30 day time frame for approval or non approval notification.

The ACC tries to work with applicants via telephone, to clarify questions on plans and applications, to speed the approval process, when applicable. Missing information and or missing copies of applications or plans are in itself enough reason to deny submitted applications. Acquiring information from individuals many times causes delays in the approval process. Current application forms, signed copies of rules and regulations, and missing deposit checks for new home construction, have also been reasons for delays in the approval process.

The ACC Committee currently will notify those applicants via email, if the applicant provides an email address on their application, with written confirmation to follow. Otherwise applicants will be notified via the regular US mail in writing, with instructions for picking up their copy of the approved application and plans. Those wishing their approved applications mailed must furnish a self addressed envelope of adequate size to accommodate all materials, with the proper amount of postage for mailing the application and plans. Denied plans must be picked up as instructed in the written notification. Applications, plans etc., not picked up within 30 days will be disposed of. ACC members are not required to deliver approved or denied applications, plans, etc. to applicants.