

NORTHTOWN HOMEOWNERS' ASSOCIATION, INC.

CHARTER: ARCHITECTURAL CONTROL COMMITTEE

Revised 09/08/15

1. **Purpose:** Per Article V of the Declaration of Restrictions, this Committee's purpose shall primarily be to assist owners in the planning of improvements, modifications or changes to their Lots.
2. **Scope:** The Architectural Control Committee ["ACC"] shall review all received requests for structural modifications upon the Lots and respond in writing as to it's harmony of external design and location in relation to surrounding structures and topography as well as compliance with other applicable CC&R Restrictions upon Northtown's Lots.

3. **Policy:**

- 3.1 This Committee shall comply with all Arizona Revised Statutes for any quorum meetings as well as Northtown's Bylaws and Policy for Privacy and Non-Disclosure.
- 3.2 All members shall be familiar with at least our CC&R "Lot Restriction" Articles: II, V, VI & VII as well as the Preview Request form to include page two's authorities and guidelines for harmony.
- 3.3 Per Article V of the Declaration of Restrictions and Policy, all requests for Architectural Review shall be processed within 30 days of documented receipt by the board of appropriate submission.
- 3.4 Request Forms shall be processed in accordance with the Policy & Procedure for this form.

4. **Responsibilities:**

- 4.1 The ACC Chair is primarily responsible for adherence to all ACC Policy, Procedures and directives.
- 4.2 At least two board or committee members shall physically review the location relative to request.
- 4.3 Any potential infractions or detail omissions must be noted as part of the form's Review Decision.
- 4.4 At least two board or committee members reviewing the site must sign in agreement of an action.
- 4.5 Upon observing a Northtown residence "for sale" or "rent, the ACC will contact owner or agent to request an "Adult over 55" advisory be attached to their "for sale" or "for Rent" sign. The ACC shall also retrieve these signs when the sale or rental sign is removed.
- 4.6 The ACC shall review the log of approved requests and physically re-view each lot to insure that the work has been completed as approved and prior to the permit's expiration.

5. **Definition of Actions:**

- 5.1 "**Approved**" if there are no apparent violation of any CC&R or other known civil restrictions.
- 5.2 "**Disapproved**" if incomplete or apparent violation of restrictions -- resubmission required.
 - 5.2.1 All disapproved requests shall provide information to allow for a successful resubmission.
 - 5.2.2 Disapproval's should cite any known CC&R and / or Code that such request would violate.

6. **Enforcement:**

- 6.1 It is the lot owner's responsibility to verified any need for City Permits as the Association does not enforce nor monitor any civil requirements of this nature.
- 6.2 Failure to submit a request or not adhering to noted conditions for approval shall be administered in accordance with the Fines & Penalty Policy for violations of Northtown's CC&R's.
- 6.3 Failure of Committee or Board Members to follow these procedures may be cause for removal.