

NORTHTOWN HOMEOWNERS' ASSOCIATION, INC.

**Policy & Procedures: ARCHITECTURAL CONTROL**

Revised: 9/08/2015

**I. Acceptance and Control of Architectural Preview Request Forms:**

- A. Architectural Control Committee ["ACC"] shall maintain a Log of submitted / received Request Forms.
  - 1 Log shall list: sequential Log #, Lot #, Dates: Received/Acknowledged/Returned, Status & Description.
  - 2 Log #'s shall consist of the year and a dashed sequence number. [ eg. 2013-002, 2013-003, etc.]
  - 3 ACC shall maintain this Log, in a single folder located in the Office Architectural File Drawer.
- B. The board or ACC member receiving this form shall date and sign the form as being received; to include circling the method in which it was received into the Office: **Via:** Drop-Off / Fax / Email / USPS.
- C. Requests shall be considered "disapproved" if the submitter is neither the Lot Owner nor Agent on file.
- D. Forms shall be accepted after the top portion is completely filled out and signed by the Owner/Agent.
  - 1. IF the top portion is NOT completely provided and signed, the form is to be marked as "disapproved".
  - 2. IF accepted, ACC shall add the next log number to form's lower left and so annotate / update the Log.
- E. ACC shall sign and date Acknowledgement and return a copy of the form by the same method received.
- F. The number of newly logged requests shall be reported at the next regular board meeting.

**II. Processing & Disposition of accepted Architectural Preview Request Forms:**

- A. ACC shall maintain accepted / open requests in a single folder located in the Office Architectural Files.
- B. All open forms shall be reviewed in accordance with the Architectural Committee's Charter definitions.
- C. Once the property is reviewed and the form so annotated and signed by ACC and/or board members:
  - 1. The date a copy of the annotated form is Returned to the requestor shall be noted and logged;
  - 2. The ACC member returning the form [by the same method received] shall also sign for this action;
  - 3. The completed original form shall be perpetually stored in that lot's individual office file folder.
- D. The period of time between Receiving and Approval/Disapproval dates shall be less than 30 days.
- E. The number of Approved and Disapproved forms shall be reported at the next regular board meeting.