

HLR POA Revised Procedures for Architectural Review Request March 2021

- All Architectural review requests (ARR) are to be forwarded to High Lonesome Ranch BOD @ PO. Box 215 Elfrida AZ. 85610 or email to admin@hlrpoa.com
(for the ARR form go to https://hlrpoa.com/committees/arc/ARR_Form_20210320.pdf)

*The BOD will then keep a log and a copy of all ARR submission. A personalized file will be established by lot number and property owner name and placed in a tickler file to insure that a committee response is received within the allotted time frame. Once a decision has been reached and a vote taken the ARR will then be maintained by the BOD for future reference. The tickler file is merely a checkpoint for the Board as the clock starts once the ARC has concluded that all documentation is correct and in order.

- The BOD will then forward the ARR to the ARC chairperson who will distribute the ARR to the committee for review.

- Once the ARC has received the request they will review the documentation for completeness and accuracy.

• If the ARR packet/guideline (Tab A-1 below) is complete with all the needed information, the ARC will email the Board of Directors notifying them of the submission and the 45 day clock will begin. This is another step to insure that timeframes are adhered to. The clock cannot start until the accuracy of all documentation has been verified by the ARC.

- If the application is not complete the property owner will be notified by the ARC and the 45 day clock will not begin until the documentation has been received by the committee and is deemed to be complete.

• If an ARR is received but there are questions as to compliance with the CC&Rs, the 45 day clock will not begin until the ARC has enough information to make a recommendation to the Board. The ARC will contact the property owner for clarification and notify the Board via email of receipt.

- If a request is not in compliance with the CC&Rs the property owner and the board will be notified. If a resolution cannot be reached between the ARC and the property owner, the Board will set/coordinate a date for a hearing between the PO, Board and ARC to discuss the request.

• Once a recommendation has been given to the Board by the ARC, it is the Board's responsibility to contact the property owner as to when their submission will be voted upon so the property owner can attend. (Per ARS 33-1817 the PO or rep/agent is allowed to attend the meeting where the final decision is made on the submission.)

- The Board will also post all requests (reviews) in abbreviated form on the HLR webpage in an effort to keep neighbors current as to what ARR's are in the process of being reviewed.

- Per ARS 33-1817, if the plans are approved, HLR POA provide written acknowledgement that the approved plans, including approved amendments are approved.

Once construction begins the ARC reserves the right to inspect the property by notifying the property owner to insure compliance with the original approved submission.

Once completed the ARC will complete a drive by inspection to insure compliance with approved ARR.

- All ARRs will only be valid for two (2) years from the date of board approval. Any extensions to this will need to be requested in writing and an updated ARR must be submitted to the BOD. Once this has been accomplished the above listed procedures will apply. This two (2) year ruling applies to all ARRs submitted and approved after 13 Dec 2008.

Neither the approval of plans/ARR nor the approval of the actual construction by the association or the ARC constitutes a representation or warranty that the plans or construction comply with applicable governmental requirements or applicable engineering, design or safety standards.

Revised and approved October 17, 2013; ARR updated / approved March 2021