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ROYAL OAKS HOMEOWNERS' ASSOCIATION

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## THE ARCHITECTURAL CONTROL COMMITTEE PROCESS

1. Homeowner submits to the Chair of the Architectural Control Committee (ACC) an "Application for Architectural Improvement" (Application). **Please note the ACC has sixty days to review the application.**
2. The Application will be reviewed by the chair of the ACC for completeness within 5 days. The ACC may still require additional information, as detailed in 4d below. The **sixty day timetable** commences upon satisfactory receipt of all necessary information and is complete and appropriate for review.
3. The committee will act upon the application within sixty days from receipt; in most cases the homeowner will receive an answer within three to four weeks.
4. The ACC decision will be noted on the Application and returned to the homeowner as either:
  - a. **APPROVED**: The Application is approved as submitted.
  - b. **APPROVED WITH CONDITIONS**: The Application is approved with certain specified changes, limitations, or requirements that must be followed or adopted.
  - c. **DISAPPROVED**: The application is denied, or referred to as disapproved or not approved.
  - d. **ADDITIONAL INFORMATION REQUIRED**: The ACC has determined that additional information is needed for appropriate review of the Application. In this case the entire process begins again once the ACC receives the information. The ACC will act swiftly on all re-submissions.
5. The ACC reserves the right to inspect the improvement following completion to ensure compliance with the approved plans or materials.
6. Upon approval the improvements are to be completed in a timely manner to minimize the affect on adjacent homeowners.