

ARCHITECTURAL REVIEW COORDINATION PROCEDURE

With the creation of a two-step architectural review process in the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions of Tres Valles West (“Declaration”), it is necessary for the Tres Valles West Board of Directors to approve a document providing for the coordination of activities between the Architectural Review Committee (“ARC”) and the Board Architectural Committee (“BAC”). In addition, the document will also provide for compliance with the time line set out in the Declaration and coordination between the two Committees and the Owner requesting architectural review approval.

1. Receipt of Application:

- Upon receipt of an Application for architectural review from an Owner, the ARC Chair will distribute the Application to the ARC members to review for completeness. The ARC Chair will also send a copy of the Application to the BAC Chair.
- The ARC Chair will notify the BAC Chair if there are unusual or nontypical construction methods.
- The ARC will review the Application to determine if it includes all documentation necessary for the ARC to act.
- If the ARC determines that the Application is incomplete, the ARC Chair will notify the Owner of the additional documents necessary to make the Application complete. The ARC Chair will distribute additional documents provided by the Owner to the ARC members, with copy to the BAC Chair.
- When the ARC determines that an Application is complete, the ARC Chair will notify the Owner and the 30 day clock starts for a recommendation from the ARC to the BAC.

2. ARC Review of Application:

- The ARC will review the documentation furnished by Owner and determine what recommendation will be made to the BAC (approve, approve with modifications, reject, etc.).
- The ARC Chair will transmit that recommendation, along with the file and how the ARC members voted, to the BAC members with a copy each ARC member for their file.

3. BAC Review of Application:

- The receipt by the BAC Chair of the ARC’s recommendation starts the 10 day clock for the BAC’s decision.
- The BAC Chair shall distribute the ARC’s recommendation to the BAC members for review.

- The BAC is not required to accept the ARC recommendation and may make a decision on the Application as the BAC determines.
- If the BAC accepts the ARC recommendation, the BAC chair will notify the ARC Chair who will notify the Owner in writing by email or otherwise. If the BAC does not accept the ARC recommendation, the BAC chair will notify ARC Chair and the BAC Chair will notify the Owner in writing by email or otherwise. The ARC Chair will notify the ARC members of the BAC action.
- The BAC Chair shall transmit the written record for each Application to the Association's manager; this includes the Application and all actions taken and decisions made with respect thereto (Declaration, Sec. 7.13).

4. Other:

- The BAC Chair shall notify the ARC Chair as soon as practical if there is anything in either the Application as filed or the completed Application that might be of concern to the BAC. The BAC Chair shall coordinate with the BAC members as necessary to accomplish this.
- A written method of recording ARC and BAC member votes will be developed as required by the Declaration. A printout of the email vote is satisfactory.
- The Chairs of the ARC and BAC shall coordinate so that the actions of both Committees are efficient and timely.
- The ARC shall be responsible for monitoring timeliness of commencement and completion of construction (Declaration, Sec. 7.8), as well as the exterior inspection of the work following completion (Declaration, Sec. 7.2(d) and (e)). Owner shall notify the ARC Chair in writing when construction has commenced (Commencement of Residence Construction interpretation approved by the Board of Directors on April 13, 2012 to be effective May 1, 2012). The ARC Chair shall update the BAC Chair concerning the ARC's findings.
- In the event of an Owner request for a variance (Declaration, Sec. 7.9), the BAC may refer the request to the ARC for a recommendation.

This Architectural Review Coordination Procedure was approved by the Tres Valles West Board of Directors on the 19th day of February, 2013.



President