

# About us: a PUD

## Architectural Committee

*(Members are appointed by the Board annually)*

The role of the Carnahan Crest Architectural Committee is two-fold: (1) to assist homeowners in achieving desired modifications to their residence while at the same time (2) assuring esthetic continuity in the community design in order to maintain optimum property value and quality of life style for all Carnahan Crest residents.

**Carnahan Crest homeowners are reminded that *ANY* exterior change to a residence unit requires Architectural Committee review.**

Carnahan Crest “Covenants, Conditions, and Restrictions” (CC&Rs) require a three member Architectural Committee be appointed by the Board of Trustees. The CC&Rs further define that , “... no structure, improvement, or alteration of any kind



(which will be visible from other units, the Common Area or any public right of way) shall be commenced, erected, painted or maintained upon the Property, until the same has been approved in writing by the Architectural Committee.” (*Article 4, Carnahan Crest CC&Rs*) Further, the Association has established an assessment penalty for any homeowner who proceeds with exterior modifications on their property without Architectural Committee approval.

**To ensure compliance with the CC&Rs and to ensure that association properties are maintained to**

**high standards, thus maintaining the collective property values, the Carnahan Crest Architectural Committee assumes the following responsibilities:**

- Issuing guidelines to assist the homeowners in complying with the CC&Rs.
- Approving the plans of homeowners prior to their making additions, alterations, painting or modifications to the exterior of their residential unit, or to any hardscape adjacent to the unit. (patios, decks, etc.)
- Correcting violations of the CC&Rs by homeowners through the Committee’s Violations Procedures.

### Application Procedures

Homeowners should consult the Architectural Committee prior to *any* exterior work to determine if a formal application is necessary. If so, a written application must be submitted to the Architectural Committee *at least 30 days prior* to commencement of any work on the project. The following information is required:

- Name of applicant, unit to be affected, contact information.
- Detailed description of project proposed including materials to be used as well

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## Architectural Committee, continued:

as color samples and any other pertinent supporting information that will assist the committee in evaluating the proposed project and its impact on the association community. Written comments or approval from neighboring unit owners (or those most visually affected by the alteration) would be helpful.

- A detailed plan showing the finished appearance of the project in relation to existing dwelling, including elevations and/or site plan.

### Approval:

- Written responses (approval/request for additional information/disapproval) will be developed for each Architectural approval requested.
- Carnahan Crest CC&Rs specify that “*Any application submitted to the Committee.... shall be deemed approved unless written disapproval or a request for additional information or materials by the Committee shall have been transmitted to the applicant within forty-five (45) days after the date of receipt by the Committee of all required materials.*” The Committee will endeavor to respond much more quickly to applications and will limit any response time to not more than 30 days.
- Any architectural request disapproved by the Architectural Committee may be appealed to the Board of Trustees which will render a final decision.

### Documentation/Records

The Chair of the Architectural committee shall maintain copies of all correspondence with members, as well as document minutes of all Committee meetings. If no physical meeting takes place and the interaction takes place via e-mail or telephone, the Chair must summarize such interaction in lieu of minutes. This information will be provided to the Board at regular meetings unless requested sooner.