

**RESOLUTION OF
HIGH PRAIRIE FARMS FILING 1A HOA
REGARDING ARCHITECTURAL CONTROL COMMITTEE (ACC)**

SUBJECT: Adoption of a policy regarding the Architectural Control Committee approving or denying a homeowner's request to modify their property.

PURPOSE: To provide clarity, rules, and a timeline to the approval process.

AUTHORITY: The Declaration, Articles of Incorporation and Bylaws of the Association and Colorado law.

EFFECTIVE DATE: June 1, 2019

RESOLUTION: The Association hereby adopts the following policy:
The Association hereby gives notice of its adoption of the following policies and procedures for the ACC:

1. Submittals. All homeowner requests for project review and approval must be submitted to the ACC via the form provided on the HOA's website. Pictures or drawings are highly encouraged to facilitate a timely review and decision on the request. All submittals shall be submitted by U.S. Mail or emailed to hoamanager@highprairiefarms.net.
2. Flow. The HOA Manager shall be the liaison between the ACC and the homeowner and will submit the request to the ACC with a copy to the Board of Directors. The ACC shall review the submittal and provide a yes or a no vote back to the HOA Manager, who will in turn provide a letter of approval or disapproval of the request to the homeowner with a BCC copy to the Board of Directors and the ACC.
3. Timeline. With a goal to act on all requests within 10-12 business days, the process timeline shall be as follows:
 - A. Within one (1) business day: HOA Manager replies to the homeowner that the request has been received.
 - B. 2-3 business days: HOA Manager submits the request to the ACC.
 - C. 3-10 business days: ACC reviews the request and approves or declines it or requests additional information from the homeowner. Either action shall be promptly communicated to the HOA Manager.


D. 10-12 business days: HOA Manager provides an acceptance or rejection letter back to the homeowner with a BCC copy to the Board of Directors and the ACC.

At no time shall the ACC be rushed into approving or denying a project based on the availability of a contractor to perform the work. Homeowners are advised to plan ahead.

4. Implementation of Project: The homeowner shall have twelve (12) months to complete the project. Thereafter, the homeowner must resubmit plans to get a new approval.
5. Follow Up: The ACC shall have the right to inspect any project during and/or upon its completion. Homeowners are required to report to the HOA Manager when the project commences and when complete. The HOA Manager shall maintain records of all documentation and correspondence related to ACC requests.
6. Definitions. Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning herein.
7. Supplement to Law. The provisions of this Resolution shall be in addition to and in supplement of the terms and provisions of the Declaration and the law of the State of Colorado governing the Project.
8. Deviations. The Board may deviate from the procedures set forth in this Resolution if in its sole discretion such deviation is reasonable under the circumstances.
9. Amendment. This Policy may be amended from time to time by the Board of Directors.

IN WITNESS, the undersigned certifies that this Resolution was adopted by the Board of Directors of the Association on _____, 2019.

HIGH PRAIRIE FARMS FILING 1A HOA,
(a) Colorado nonprofit corporation,

By: 
Steve Daniels, President