

VALENCIA GROVES HOMEOWNERS ASSOCIATION

ARCHITECTURAL COMMITTEE PROCEDURES

ARCHITECTURAL COMMITTEE DESIGN REVIEW PROCESS:

1. Prior to a Homeowner making any modifications which change the exterior appearance of their lot that can be seen from the street or any of the common areas, a Homeowner is required to submit a Design Review Application to the Community Manager's Office at 16625 S Desert Foothills Parkway, Phoenix, AZ 85048. The Architectural Committee then has up to **(30) days** once it is received to act on the application.
2. The Community Manager forwards all current and complete applications to the Architectural Committee Chair every Friday prior to the Committee's Meeting.
3. The Architectural Committee meets on the 2nd Wednesday of the Month. Once the Committee reviews an application, they will either approve, approve application with conditions, or disapprove the application.
P For Approvals - The Committee will send the application to the Community Manager for those that are approved without conditions and the Community Manager will mail the approval to the Homeowner. The original will be kept in the Homeowner's lot file.

P Approvals with Conditions - The Committee will send the original application with conditions to the Community Manager; the Community Manager will then mail the approval with conditions to Homeowner for the Homeowner follow through. The original will be kept in the Homeowner's lot file.

P Disapprovals - The Committee will send the original application to the Community Manager with reason(s) for disapproval; the Community Manager will then mail the disapproval to the Homeowner for Homeowner notification purposes.
4. For Disapprovals and Approvals with conditions, the Homeowner, if in serious disagreement or belief that there are conditions that warrant special consideration, does have the option to appeal the decision. A request must be submitted in writing to the Board with the Application to be reconsidered. Please mail to 16625 S. Desert Foothills Parkway • Phoenix, AZ 85048.
5. Projects for which approval has been granted must be completed in a timely manner. A project completion date is required on the Application. If additional time is required to finish projects, an extension request is available and is listed on the second page of application.
6. For Disapprovals and Approvals with conditions, the Committee will create a log to determine appropriate time for a follow up inspection to verify that conditions have been met. This will be accomplished by a non-invasive inspection after the completion date.
7. The Architectural Committee will produce for the Community Manager a report/minutes of the meeting shortly after any Committee meeting.

The Valencia Groves Architectural Committee is made up of volunteers, appointed by the Board of Directors, that live in your community. The Architectural Committee follows the guidelines in the CC&R's, By-Laws and Articles approved for your community. The Board of Directors asks you not to contact any Committee Members personally. If you have any questions, please contact the Community Manager.

Managed by: VISION COMMUNITY MANAGEMENT

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