

Williamsburg II Procedures

Procedure for Project Approval

BACKGROUND – The Williamsburg II Declaration of Covenants, Conditions, and Restrictions require that homeowners obtain approval from the Architectural Control Committee (ACC) before making any additions or significant alterations to the outside appearance of your home. This includes, but is not limited to, home additions, sheds, and fences.

The authority and responsibilities of the ACC to control the building or alteration of structures in Williamsburg II are derived from, and described in, the Declaration of Covenants, Conditions, and Restrictions (CC&Rs), Article II – Architectural Control, Section 2 – Control. These procedures conform to the CC&Rs.

The function of the ACC is to make sure that projects conform to the Williamsburg II covenants, and to make sure that the project is in keeping with the style of the neighborhood.

MEMBERSHIP – The ACC is comprised of all the members of the Williamsburg II HOA Board. The HOA Board may appoint an ACC Chairman who is not an HOA Board member. If the Chairman is not a Board member, the Chairman will not be a voting member of the ACC.

PROCEDURES

- (1) The homeowner contacts the Architectural Coordinator or someone on the HOA Board to obtain a Homeowner's Project Approval Request form.
- (2) The homeowner submits a completed Homeowner's Project Approval Request form to the Architectural Coordinator.
- (3) The Architectural Coordinator reviews the information on the form, and depending on the complexity of the project, may make a site visit. If the Architectural Coordinator identifies any areas of concern, those concerns are discussed with the homeowner.
- (4) The Architectural Coordinator takes the form to the next HOA Board meeting and makes a recommendation to the ACC. If disapproval is going to be recommended, the homeowner is strongly encouraged to attend the board meeting to discuss the project with the ACC.
- (5) The ACC approves the request or disapproves the request with recommendations. Approval or disapproval is determined by a majority of the Board members present at the meeting.
- (6) Under special circumstances, if a project needs approval before the next Board meeting, the Architectural Coordinator will make a good faith effort to expedite the process.
- (7) If the Board does not act upon the request within 30 days of receiving the request, ACC approval shall not be required provided that the building, structure, or modification to the building does not violate any covenants or restrictions, and that the project has a valid building permit from Jefferson County Planning and Zoning.

RECORDS – The ACC vote to approve or disapprove a project request shall be recorded in the Secretary's HOA Board Meeting Minutes. The names and addresses of people receiving project approvals or denied project approvals shall not be recorded in the minutes.

Copies of all documents and correspondence regarding project approvals shall be kept, as a minimum, until the project is approved.

COUNTY BUILDING PERMITS - A project may require County approval and a building permit. Building permit information may be obtained from Jefferson County Planning and Zoning Department. ACC approval does not replace county approval, and county approval does not replace ACC approval.

ACC approval is not a guarantee of structural safety or engineering soundness.

Adopted by majority vote of the ACC.

**Williamsburg II
Architectural Control Committee
Homeowner's Project Approval Request**

Please Print: Date _____
Name _____
Address _____
Phone _____ (day) _____ (evening)

The Williamsburg II Homeowner's Association requires that homeowner's obtain approval from the Architectural Control Committee before making any additions or significant alterations to the outside appearance of your home. This includes but is not limited to: home additions, sheds, and fences. Please refer to your covenants for details.

Proposed Project

Brief Description of Project (attach necessary drawings, paint samples, etc.)

County Permits/Regulations

Building permit information may be obtained from Jefferson County Planning and Zoning Department, 303-271-8700. This information is also available on the internet at <http://planning.co.jefferson.co.us>

COUNTY APPROVAL IS NOT ARCHITECTURAL CONTROL APPROVAL NOR DOES ARCHITECTURAL CONTROL APPROVAL MEAN COUNTY APPROVAL!

ACC APPROVAL IS NOT A GUARANTEE OF STRUCTURAL SAFETY OR ENGINEERING SOUNDNESS.

Official Board Use Only

Board Action

Votes For _____ Votes Against _____ Abstain _____
APPROVED _____ **DISAPPROVED** _____

Board Officer or ACC Chairman Date _____