

Cutter Hill 3- Chandlers Landing

Architectural Applications Committee (ACC)

Revised January 2025

Committee membership and purpose: There shall be 3 members on the committee reviewing ACC applications. A quorum shall consist of a simple majority of 2.

The purpose is to preserve and enhance property values and to maintain a harmonious design. The objective of the ACC is to achieve good planning, good design, and quality construction in each unit of CH3. The BOD will consider if the proposed design is compatible with the community theme and if improvements are attractive from all directions.

The BOD establishes architectural design criteria, construction and maintenance requirements. It has the authority to approve, conditionally approve, and reject all CH3 ACC applications. The CH3 BOD has the authority to inspect the work site or any pending or approved project at any time if the property is unoccupied and after a 3-day notice to the owner of occupied properties.

Enforcement: The BOD has the authority to enforce and bring into compliance any violation. It may issue fines and take other actions to ensure compliance. Variance requests may be approved, conditionally approved, or denied by a majority vote by the BOD. Failure to enforce by CH3 shall not be deemed a waiver of the right to do so thereafter.

The BOD has the authority to grant variances. In order to grant a variance, the request must be submitted in writing by the homeowner to the CH3 BOD and all nearby owners must be notified.

Appeals: Any member who submits a proposal or plan may appeal an adverse BOD decision by submitting a letter within 30 days of the BOD's decision detailing the nature of the appeal. The BOD may affirm, reverse or modify such decision by a majority vote at a duly called meeting where quorum has been established.

Limitations and Disclaimer: CH3 does not warrant nor assume responsibility for structural integrity, hazards, drainage, contaminates, drainage, financial responsibility, compliance with governmental laws, ordinances or regulations, and theft of materials, equipment, etc. Owners are responsible for the work done by their hired contractor.

Timeline and Process: The member must submit in writing a complete ACC application with supporting materials. Members must present to the board in writing a Cutter Hill 3

Application for Architectural Improvement form for any changes to their property that are visual from the outside, affect the common areas of Cutter Hill 3, or alter the interior walls, shared electrical wiring, or shared plumbing in anyway. The application must include a detailed description of the changes, the anticipated start and completion timeline, the colors and materials used, photos if appropriate, and the contractor specifics. No construction can start until the Board of Directors has reviewed the architectural application and approved it. The Board reserves the right to request additional information.

The Board of Directors will review applications within 30 days of receipt and provide an approval, conditional approval, or rejection of the application. The BOD will issue a written reply detailing their decision.

If work begins before authorization is received from the Cutter Hill 3 Board of Directors, fines will be levied according to the published fine schedule.