



## GETTING STARTED

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### Contact Information

#### Management Company/ACC Facilitator

HOAMCO

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#### Procedures for New Construction Submittals

The Architectural Control Committee (ACC) has a set of forms and Design Guidelines all lot owners must use when submitting a plan for review. The Board of Directors of San Pedro Creek Estates Subdivision (SPCE) may engage the services of an architectural consultant, or the ACC may provide individual ACC member oversight in order to assist property owners who are submitting plans for review. Emphasis will be given to prompt and constructive feedback, resolution of critical issues, and advancing the progress of each project in a timely and attentive manner. Check with the community manager for proper responsibility or questions in this area.

#### ❖ Initial Procedures

The SPCE Design Guidelines, all submittal documents and design requirements are available by contacting the Community Association Manager or the documents are available on the Creek web site [www.sanpedrocreek.org](http://www.sanpedrocreek.org). These forms are to be completed, signed where applicable and submitted with the drawings and other submittal materials/color samples.

All plan submittal drawings, documentation and fees shall be delivered to the Management Company. All payments should be payable to the San Pedro Creek Estates Homeowners' Association referencing lot and phase number and delivered, with all other documents, to the Management Company.

#### ❖ Consultant Services

If contracted by the Board of Directors, the SPCE Architectural Consultant will review plans for new homes or accessory structures for the San Pedro Creek Estates ACC and work with the ACC on enforcing the Design Guidelines as put forth in SPCE's governing documents. Otherwise, these services will be provided by individual ACC members.

#### Architectural Consultant's Responsibilities

1. Receive, record and store all plans and documentation submitted for review.
2. Be available to interpret and answer all pertinent questions regarding the Design Guidelines or submittals prior to and after the submittal has been submitted. The intent is to make the whole process proceed with clarity.
3. Meet, on site, with the property owner and/or their agent (architect/designer/builder) at a pre-design meeting to discuss any critical issues such as building heights, ridgeline constraints, topography, lot-line setbacks, and minimizing disturbance to the existing landscape, views, and possible future visual interruptions by future builds of adjacent lots. This meeting is extremely important to the design process,

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and must occur before design has proceeded beyond an initial design concept or drawing in order to identify potential problems.

4. Review preliminary submittals in a timely manner and attempt to resolve as many issues as possible to keep the process moving forward. Present preliminary submittals with observations, any outstanding issues and/or any items not in compliance with the Design Guidelines to the ACC. Any departure from the Guidelines will be discussed in the response letter with suggestions of how to achieve both the desired design intent and conformance with the Guidelines.
5. Review the final submittal and obtain final approval for construction from the ACC. Attention will be given to any issues requiring resolution from the preliminary submittal, as well as to the additional information required for the final submittal checklist, such as materials selection and samples, lighting fixtures, and other items defined in the Guidelines and on the Submittal Checklist form. After final approval is given and the construction deposit is received, an approved construction sign will be posted on the lot to serve as a notice to applicant and the community the submittal has been approved.
6. Review any variance request (if applicable) for all necessary information and present to the ACC for review. The ACC recognizes that site conditions may merit a decision at variance with the Design Guidelines. The ACC will review requests for variances on a case-by-case basis. The variance review process will require additional review time. The applicant must demonstrate that extraordinary circumstances exist justifying the variance and, if approved, the variance will not have a negative impact in any respect on any other lot or Common Area. The ACC may request additional information, site visits, and other materials to support the variance request, at the expense of the applicant.
7. Visit the site a minimum of four times during construction to ensure the construction is proceeding according to the plans submitted with regard to those issues covered in the Guidelines. During such construction site visits, all concerns and progress shall be recorded. The Architectural Consultant shall submit a report to the ACC for final resolution. In some instances, this may result in work stoppage.
8. Perform the final inspection after construction is complete and ensure the homeowner receives the appropriate final notification.

## Guideline Enforcement

Every build project is deemed non-compliant until an ACC member or, if contracted, the Architectural Consultant examines the property and issues the Final Inspection Certificate acknowledging the adherence to the submitted design plans and the criteria of the Design Guidelines. Failure to receive the certificate will register your property in the Management Company's records as non-compliant.

1. The ACC member responsible or, if contracted by the Board of Directors, the Architectural Consultant is available to meet with lot owners to discuss options to bring their property into compliance.
2. The non-compliance report will be forwarded to the Community Association Manager to be recorded and acted upon as the situation dictates. A letter noting observation of the non-compliance issue will refer to the section(s) of the Design Guidelines, which are applicable. The owner will have a specific amount of time in which to remedy the situation.
3. All Design Guidelines' non-compliance reports are processed in a consistent format. Anyone observing a condition they believe is non-compliant must fill out a Non-Compliance Report Form available on the SPCE website (HOA, Committee, ACC).