

PROCEDURE FOR EVALUATING “ARCHITECTURAL REVIEW REQUEST”

Saddle Ridge Homeowners Association

I. Initiation of Request

A request for architectural review may be initiated in one of three ways:

1. A homeowner seeks approval for a particular project that he/she desires to construct or install
2. A homeowner desires to lodge a complaint regarding another homeowner.
3. A member of the Architectural Review Committee or of the Board of Directors observes a possible violation of the “Declaration of Covenants and restrictions”.

II. Basis for Evaluation

All requests for review will be evaluated strictly on the basis of the Saddle Ridge “Declaration of Covenants and Restrictions” that every homeowner is legally bound to honor by owning property in this Subdivision. This document is incorporated into the deed of everyone’s property. Utilizing this document, the Architectural Review Committee will evaluate the request for compliance.

III. The “Architectural Review Request” Form

All requests must be submitted on the “*Architectural Review Request*” form that is attached. This form will also be used to communicate to the requestor the results of the Committee’s recommendation and the final decision of the Board of Directors. No request will be evaluated that is not in writing on this form.

IV. Review Process

1. A request is completed on the “*Architectural Review Request*” form and submitted to one of the Architectural Review Committee members.
2. The Committee reviews the request including the following:
 - identifying the applicable section(s) of the “Declaration of Covenants and Restrictions”
 - obtaining additional details of the request from the requestor as necessary
 - reviewing the request with the Developer, Board members or other pertinent parties
 - based on the data and information collected - evaluate the merits of the request
 - form a recommendation and present it in writing to the Board.

3. Board of Directors evaluates the recommendation and makes a final decision.
4. Board decision is communicated to the requestor via the "*Architectural Review Request*" form.

Although the Committee and the Board pledge to review each request as quickly as possible, the Review Process will require a minimum of two weeks. This assumes that the timing of the Request coincides with regularly scheduled Board meetings.

V Appeal Process

If the requestor is not satisfied with the decision that the Review Process has produced, he/she may appeal the decision to the Board. This must be done in writing, but may also be done in person during a regularly scheduled Board meeting. Upon review of the Appeal, the Board will render a new decision which may change from the original one. As noted in Article XII of the "Declaration of Covenants and Restrictions", the requesting party may further appeal the decision by obtaining signatures of approval from 80% of the homeowners that live within 1,000 feet, which will override the decision of the Board.

VI Worst Case Scenario

If a request is denied that is a violation of the "Declaration of Covenants and Restrictions" and the requestor decides to proceed with the installation anyway or if a violation is simply observed, the following process will be implemented:

1. The offending homeowner will be notified in writing of the violation including a demand that the violation be rectified.
2. If the violation has not been rectified in 28 days, a second written notification will be given.
3. If the violation has still not been rectified after an additional 14 days, the Board will initiate appropriate legal action. Most likely this will involve seeking injunctive relief.

This same process will apply if a serious violation is observed by the Architectural Review Committee.

Architectural Review Request

Date of Request _____
 Date of Committee Received _____
 Date Decision Due _____

No. (Sequential) _____
 Action Type _____
 Complaint _____

Homeowner Information

Name _____
 Address _____
 Phone (H) _____ (W) _____

Type of Request/Complaint

Landscaping _____
 Structural _____
 Other _____

Applicable Part, Section, and Paragraph of Covenants and Restrictions _____

Description of Request or Complaint (attach additional pages as necessary)

<u>Documentation</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>
1. Plot Attached	___	___	___
2. Blueprints	___	___	___
3. Pictures	___	___	___

Committee Decision

Date _____

_____ Approved
 _____ Disapproved
 (Reason if Disapproved)

Board Decision

Date _____

_____ Approved
 _____ Disapproved
 (Reason if Disapproved)

