

The Glen @ Horizon Drive Homeowners Association

Architectural Control Policy and Procedure

BE IT RESOLVED, the Association hereby adopts the following procedures to be followed for any improvements, renovations or changes made upon the properties included in The Glen @ Horizon Drive Homeowners Association.

1. Scope:

To adopt a procedure and policy outlining procedures to be followed for making improvements, renovations or changes to property within The Glen @ Horizon Drive Homeowners Association.

2. Specifics:

No building, fence wall or other structure shall be commenced, erected or maintained, nor shall any exterior addition or change be made to any building within The Glen @ Horizon Drive Homeowner's Association without prior approval of the Architectural Control Committee. This includes exterior paint and surface coverings.

Homeowner must submit an Architectural Review Checklist. Included with the checklist should be plans showing the nature, kind, shape, materials and location of the change. If possible, examples of the materials should be submitted with the form (i.e. paint chips or fencing material). Checklist and accompanying plans and materials should be submitted to the Bray Property Management office at 637 North Avenue, Grand Junction, Colorado.

Manager will contact the ACCO, who review the Checklist and approve or disapprove the request within thirty (30) days of the Owner's submittal of said materials to the managing agent. In the event that the ACCO fails to approve or disapprove the request within thirty (30) days, approval will not be required with respect to the proposed improvement, renovation or change.

In the event that the ACCO disapproves the Owners request, the ACCO will send the Owner a letter detailing the reasons why the request was denied. The Owner may appeal the denial to the ACCO. The ACCO shall appoint two additional homeowners who together with the ACCO will review the appeal within thirty (30) days of the request and render a decision. The decision of this body shall be final.

Once the plan is approved, the Owner must complete the project within ninety (90) days of ACCO approval. If this is not enough time to complete the project, the Owner must request an extension in writing from the ACCO.

Upon completion of the project, the Owner must notify the ACCO. The ACCO will then inspect the completed work within thirty (30) days of notification. The ACCO reserves the right to disapprove the completed project if it differs from the original request.

In the event that the ACCO observes improvements, renovations or changes being made to property that has not been approved, the ACCO will notify the managing agent. The managing agent will send a letter to the Owner noting the violation. Construction must stop immediately, and the required Checklist and plans must be submitted to the ACCO within ten (10) days of notice from the managing agent.

If the violation is not corrected, the Owner will be sent a letter specifying when fines can be levied. (See Enforcement Policy)

Owners have the right to request an extension for compliance or appeal any decisions or fines to the Board of Directors.

3. **Definitions:** Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning therein.
4. **Supplement to Law:** The provisions of this Resolution shall be in addition to and in supplement of the terms and provisions of the Declaration and the law of the State of Colorado governing the Project.
5. **Deviations:** The Board may deviate from the procedures set forth in this Resolution if in its sole discretion such deviation is reasonable under the circumstances.
6. **Amendment:** The Board of Directors may amend this procedure from time to time.

President's Certification: The undersigned, being the President of the Association, certifies that the Board of Directors of the Association adopted the foregoing resolution and in witness thereof, the undersigned has subscribed his/her name.

The Glen @ Horizon Drive Homeowners Association



President

Effective Date: 8/20/12