

Architectural Review Policy– Adopted 10-07-2009

a. Architectural Review

i. Architectural Review Committee (ARC)

The Architectural Review Committee established by the Panadero Property Covenants is charged with the responsibility of insuring that Articles VII and VIII of the Covenants are implemented. The information contained within this document is meant to elaborate on the Covenants and not to supersede them. The Covenants should be the initial source of information when contemplating any action.

ii. Project Submission and Approval Process

The Panadero Subdivision Covenants require that all structures, improvements, construction and landscaping conform to and harmonize with existing surroundings and structures. The Architectural Review Committee approves and coordinates individual projects to ensure that both the common good and individual property owners' rights are protected. The procedures that follow provide further details on which projects require approval and how project submittal and approval should be made.

Repair or replacement that does not change the appearance of your property does not require approval. New construction, additions, or a change of material such as different siding or roofing requires a submission. If in doubt, check with the ARC.

If approval is required, the first step is to fill out a *Property Improvement Request Form* that is available on the web site or from the ARC. Drawings, plans, and specifications for the project will vary depending on the complexity of the project.

After receiving the request form, the Architectural Review Committee will meet, discuss, vote on your project, and get back to you within 30 days. If additional details about the project are required for final approval a dialog will be initiated to see the project to completion.

If an owner wishes to appeal a decision of the Committee, the owner may submit a written appeal within thirty calendar days of the original decision. The Committee will then schedule a meeting with the owner. At the meeting the appeal will be reviewed and the owner may present the case for changing the decision. After the meeting the Committee will render a decision, which is subject to an appeal to the board within 30 days, should the property owner desire.

iii. Enforcement Procedures

The procedures for compliance with the architectural review process are outlined in article VII of the covenants. More specific information is given in the preceding article. The intent of this article is to spell out how the board shall act in a consistent manner if the project approval process is not followed. The following procedures are to be pursued by the PPOA Board of Directors in all cases of non-compliance:

- 1) If a project is begun without approval a member of the board will discuss with the owner the requirement to submit a request form. The owner will be advised that the request must be submitted within 30 days. The work on the project should not proceed until the request is approved.
- 2) If the owner continues work after being advised or if the request is not submitted, the board will send a letter stating the requirements in writing.
- 3) If the request is not submitted within 30 days after the letter is delivered a fine of \$250 will be assessed.
- 4) For each following thirty-day period that the request is not submitted an additional fine of \$100 will be assessed.
- 5) After six months of not-compliance the Board may pursue further action. Additional fees and costs associated with further action shall be assessed to the property owner.
- 6) If work is completed prior to approval and subsequently not approved by the committee, the committee may require it to be returned to its original condition or may direct alterations to meet ARC approval.

iv. Community Design and Development Standards

Article VII of the Covenants lists property uses that are permitted, broad criteria for building and landscape design and uses that are not permitted. Article VI assigns the Architectural Review Committee the responsibility of establishing additional standards and guidelines. Because the development of a set of standards and guidelines will cover a wide range of detail that will include both general guidelines and specific instructions, "Design and Development Standards for the Panadero Subdivision" will be provided to property owners as a separate document. This document will serve a dual purpose; as a guide for homeowners in planning the development of their property, and for the Architectural Review Committee a document to promote objective and evenhanded review of project submittals.

PANADERO PROPERTY OWNERS ASSOCIATION - ARCHITECTURAL REVIEW COMMITTEE
P.O Box 1097, La Veta Colorado 81055

PROPERTY IMPROVEMENT REQUEST FORM

Owner/Applicants Name: _____

Lot Number/Address: _____

Telephone: _____

E-mail: _____

☐ New Construction ☐ Modification ☐ Addition

Project Description –

-COMMITTEE USE ONLY-

Date received: _____

Review Date: _____

☐ Approved –

☐ Approved with Modification –

☐ Denied –

signed

Building Materials and Colors:

Roof: Material Color Mfg	Doors: Front Entrance: Style _____ Color _____ Garage: Style _____ Color _____
Siding: Material Finish/Color	Masonry: Type Color Mortar Color
Trim (Window & Soffits): Type Color	Decks: Material Color
Fence or Exterior Wall Type Material Color	

Attachments: Include plans as required. Material Samples may be required to be approved before installation.