

**VERMONT VILLAS CONDOMINIUMS HOMEOWNERS ASSOCIATION
ARCHITECTURAL REVIEW COMMITTEE AND/OR BOARD
STANDARDS AND PROCEDURES**

A. INTRODUCTION

One of the most important functions of the Homeowners Association is the preservation of the architectural character of the project in order to enhance the desirability and attractiveness of the entire community. The Association has the duty to administer and to enforce the Architectural Standards within the community by the authority given to it in Article VIII.12 of the Declaration of Restrictions. This process is applicable to any and all exterior or structural improvements, changes, and/or additions to the unit and/or lot.

The Architectural Review Committee and/or Board may condition its approval of plans and specifications with such changes it deems appropriate and may require submission of additional plans and specifications or other information or materials prior to approving or disapproving plans and specifications. In the event the Architectural Review Committee and/or Board fails to approve or disapprove the location, plans and specifications or other requests made of it within 30 days after the submission, then such approval will not be required, provided any improvements so made conform to all other conditions and restrictions required by the Declaration of Restrictions and is in harmony with similar improvements erected within the community.

B. SUBMISSION PROCEDURES AND CONDITIONS

The approval of any improvement by the Architectural Review Committee and/or Board does not waive the necessity of obtaining any city and/or county permits. Obtaining a city and/or county permit does not waive the need for Architectural Review Committee and/or Board approval.

1. Applications: All applicants for approval shall be made to the Architectural Review Committee and/or Board.
Please note that no work can begin prior to the Architectural Review Committee and/or Board approval.
2. Standard Forms: All requests of Architectural Review Committee and/or Board must be made on the standard Homeowners Association form.
3. Required Copies: Three (3) complete sets of plans, including full specifications for improvement change and/or additions must be submitted with the application.

4. Right of Entry: If the construction work requires the use of common area property the applicant shall obtain written permission from the Association for “Right of Entry” during the course of construction. A copy of this letter granting permission shall be filed with the Architectural Review Committee and/or Board prior to the start of construction.
5. Security Deposit: The Architectural Review Committee and/or Board may require the posting of a security deposit, is a reasonable amount to cover among other things, the cost of restoration or repair of common areas. In addition to a security deposit, the Architectural Review Committee and/or Board may require the applicant to execute an indemnity or restoration agreement. The current deposit, due at time of application, is \$ 0.00. The deposit may be made by check payable to the Homeowners Association.
6. Fees: The Architectural Review Committee may charge a fee for each review of plans and specifications. The fee schedule may be obtained from the Association. No fee is required at this time.
7. Incomplete Submissions: Submissions lacking the required number of copies, information, request form, fees, security deposits, or agreements shall be deemed not submitted and returned to the applicant.
8. Non-liability: Plans and specifications are not approved for engineering design. By approving such plans and specifications, neither the Committee, the members therefore, the Association, the members, the Board of Directors, nor the Declarant assumes liability or responsibility therefore, or for any defect in structure constructed from such plans, and specifications.
9. Disposition: Upon approval, disapproval or in the event the Architectural Review Committee and/or Board requests clarification or additional information, submissions shall be submitted as follows:
 - a) One plan shall be retained by the Committee and/or Board as its working copy.
 - b) One approved plan shall be placed in the Association files.
 - c) One approved plan shall be returned to the applicant who shall be required to maintain the same at the work site during the course of construction until such time as a final inspection has been made by the Committee and/or Board or its designated representative.
 - d) Disapproved plans or those requiring clarification or additional information shall be returned to the homeowner. Said plans shall be included with subsequent submissions.
10. Appeals: In the event plans and specifications submitted to the Architectural Review Committee and/or Board are disapproved thereby, the party or parties making such submissions may appeal in writing to the Homeowners Association Board of Directors. The written request must be received by the

Board within thirty (30) days after the final decision of the Architectural Review Committee and/or Board. The Board may submit such request to the Architectural Review Committee for review, whose written recommendation will be submitted to the Board. Within sixty (60) days following receipt of the request for appeal, the Board shall render its written decision. The failure of the Board to render a decision within said sixty (60) day period shall be deemed a decision in favor of the applicant.

11. Enforcement: Failure to obtain the necessary approval from the Architectural Review Committee constitutes a violation of the Declaration of Restrictions and may require modifications or removal of work at the expense of the homeowner. The Homeowners Association has the authority to commence legal actions to restrain any threatened breach of these restrictions and to enforce all of their provisions (See Article VII, Section 1), which provides for the reimbursement to the Association for legal fees and expenses enforce compliance, which if unpaid may result in liens against the property.
12. Violations: All owners and residents have the right to bring to the attention of the Architectural Review Committee and/or Board any violations of any provisions or standards which the Board of Directors has adopted.
13. Conditions Not Covered: Any condition not covered or materials not contained within these standards shall become a matter of judgment on the part of the Architectural Review Committee and/or Board.

C. CONDITIONS OF APPROVAL

The following shall be the conditions of any approval and shall be incorporated by reference only on the approved plans of the Architectural Review Committee and/or Boards' letter of approval. It shall be the responsibility of the owner to insure that these conditions are enforced upon all persons or firms used, engaged, or employed in carrying out any operation or trade in conjunction with any improvement.

1. Time Period: All works of improvement shall be completed within one hundred twenty (120) days after the date of approval unless otherwise specified in writing by the Architectural Review Committee and/or Board. In the event work is not completed within the specified time, the Committee may withdraw the approval and require a new submission. The Committee shall take into consideration extenuating circumstances such as weather, labor disputes and/or shortage of or delays in delivery of materials prior to withdrawing its approval or when reviewing a resubmission.
2. Signs: No commercial signs shall be displayed on any residence other than a sign advertising property for sale or for rent as permitted by the Declaration of Restrictions. This includes tradesmen's, contractors, and installer's signs of

any type, including identifying the residence as a site of their activities or operations.

3. Hours of Operation: All operations shall be conducted between the hours of 7:30 a.m. and 4:30 p.m. on Monday through Friday and 8:00 a.m. to 5:00 p.m. on Saturdays and Sundays and holidays. In the event city or county ordinances are more restrictive, said ordinances shall prevail.
4. Temporary Structure: No structure of a temporary character, including motor homes and/or trailers, will be permitted without the prior written approval of the Architectural Review Committee and/or Board.
5. Entry Permits: A copy of all entry permits shall be posted on the street side of the area covered by the entry permit.
6. Unightly Items: All rubbish, debris, and unsightly material or objects of any kind shall be regularly removed. Removal should be made daily and will not be allowed accumulate on streets or common areas.
7. Maintenance of Improvements: The repair and maintenance of any work of improvements will be the responsibility of the installing owner and any subsequent owner.
8. Inspection: As required by the Declaration of Restrictions, the owner shall within thirty (30) days of completion by improvements, notify in writing the Architectural Review Committee and/or Board of such completion in order for the Committee and/or Board to make its inspection as to compliance with approved plans and specifications. In the event the Committee and/or Board fails to make an inspection within sixty (60) days after having been notified by owner, the improvements shall be deemed to be in accordance with approved plans.