ARCHITECTURAL COMPLIANCE–KEEPING OUR COMMUNITY LOOKING ITS BEST

Cottonwood Palo Verde at Sun Lakes

ARCHITECTURAL MODIFICATION APPLICATION REVIEW

REVIEWERS

There are two types of Application review processes. The process is based upon the type of modification requested.

1. **HOA Administration Representative Review and Approval**
   - Certain types of modifications as listed in Appendix A can be reviewed and approved by an HOA Administration Representative.
   - Timeline – These approvals usually take 3 to 5 business days from submittal.
     - Emergency approvals can be made with extenuating circumstances such as air conditioning failures and roof leaks. The Homeowner is still required to submit an Architectural Modification Application.
   - **Referral** – The **HOA Administration Representative** has the option of referring an **Application** to the **Architectural Compliance Committee** even though the modification may be listed in **Appendix A**.

2. A**rchitectural Compliance Committee Review and Approval**
   - **Applications that don't qualify for HOA Administration Representative** review or are referred will go to the **Committee** for review.
   - **Timeline** – The Committee will process **Applications** at their monthly meetings. Reviews may take up to 30 days from submittal. More complicated projects may take longer than 30 days to review.
   - The Committee reserves the right to seek the assistance of an **independent outside consultant during the process. The cost of the consultant will be charged to the homeowner.**

APPLICATION DETERMINATION

- **Application Approved**
  - If an **Application** is approved either by **Administration** or by the **Committee**, an **Architectural Modification Approval** will be issued.
  - **The homeowner can pick up the Architectural Modification Approval** at the **HOA Office.**
  - The **Approval** has a **"Required Completion Date"**. Homeowners may contact the **HOA Administrative Assistant** for an extension if needed.
  - The **Approval** must be displayed in a location or manner to be protected from weather and must be visible from the street for the entire duration of the work.
  - Upon completion of the work, the original **Approval** must be returned to the **HOA Office** so the project can be closed out.
- **Application Denied**
  - If the **Application** is denied, the **Administration** will notify the homeowner **in writing. Refer to Chapter 5 - Denied Application Options and Appeal Process.**



ARCHITECTURAL COMPLIANCE

480-895-3550 X305

Mon-Thur: 8am - 4pm
Friday: 8am - Noon

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