ARCHITECTURAL COMPLIANCE–KEEPING OUR COMMUNITY LOOKING ITS BEST

Cottonwood Palo Verde at Sun Lakes

DENIED APPLICATION OPTIONS AND APPEAL PROCESS

DENIED APPLICATION OPTIONS

The are four options on how to proceed if an **Application** is denied.

- **Option 1** – Resubmit a **NEW Application** with original documentation and the additional information requested by the **Committee**.
- **Option 2** – Make an appointment with the **HOA Administration Representative** to attend a **Committee** meeting to informally discuss the denial.
- **Option 3** – Withdraw **Application** and not make any modifications or start any work.
- **Option 4** – Enter the appeal process.

APPEAL PROCESS

If an **Application** is denied or a work stoppage is directed, the homeowner has the right to appeal and can file a letter with the **Architectural Compliance Committee** asking for a hearing. A hearing date will be sent to the homeowner within five days of receiving such an appeal at the **HOA Office**. At that time, the homeowner, or their representative, will be able to present any further information as to why the decision should be reversed.

If there is no change in the **Committee's** denial, the Homeowner has the right to further appeal to the **HOA Board**. The **Committee** and the Homeowner shall present their case to the **HOA Board** for a final decision. **HOA Board** shall have no previous information on the case. Board members may not investigate the case and can only judge on the case presented by the Homeowners and the **Architectural Compliance Committee. Refer to HOA Rules for appeals to HOA Board.**

NON-COMPLIANCE OPTIONS

RIGHT TO STOP WORK

- The **Architectural Compliance Committee** and **HOA Board** reserves the right to require the homeowner to stop all work when the work being performed:
  - Has deviated from the description on the approved Architectural Modification Application.
  - Is being performed without prior approval.
  - Was misrepresented on application.
  - Is in violation of the CC&Rs, Bylaws, Architectural Rules or HOA Rules.
- The **Committee** and an **HOA Representative** will work with the homeowner to bring the project into compliance so work can resume.
- If this is not possible, the **HOA Representative** can request removal of work and restoration to previous condition. **Refer to 6.2 Right to Request Removal and Restoration.**
- The homeowner has the option to enter the appeal process. Refer to **5.2 Appeal Process**.

RIGHT TO REQUEST REMOVAL AND RESTORATION

- An **HOA Representative** can request the homeowner remove and restore to the previous condition any work that was performed as described in **6.1 Right to Stop Work.**
- The cost of the restoration is at the homeowner's expense and must be restored within a short timeline from notification, usually within 30 days or as mutually agreed between the homeowner and the **HOA.**
- The homeowner has the option to enter the appeal process. **Refer to 5.2 Appeal Process.**

NOTIFICATION

- Notification is initially verbal from an **HOA Representative**.
- Verbal notification is immediately followed up with a written notice from an **HOA Representative** via text, email or other tracking method.

When the Monsoons Roll In, So Do the Weeds!





We all love the relief monsoon rain brings to our desert landscape—and unfortunately, so do the weeds! Over the last few weeks, our Compliance team has noticed several properties in the community where weeds are quickly taking over and approaching non-compliant status under our HOA rules.

Keeping Your Yard Looking Its Best
As a reminder, all homeowners are responsible for maintaining a weed-free property. To help keep our community looking beautiful, please take a moment to inspect your yard, driveway, and rock beds and remove any unwelcome growth as soon as possible.

What to Expect from Compliance:

- **Friendly Verbal Reminder:** If your property needs attention, a team member will reach out with a quick verbal reminder first.
- **Formal Written Notice:** If the verbal notice is disregarded, a formal written notice will be issued and logged into our compliance tracking system for required follow-up action.

Thank you for your prompt attention, understanding, and ongoing cooperation in keeping Cottonwood Palo Verde looking its very best!



ARCHITECTURAL COMPLIANCE

480-895-3550 X305

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

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