

CENTERVILLE COMMUNITY OWNERS ASSOCIATION

Architectural Control Committee

Procedures

THE ACC WILL NOT REVIEW ANY SUBMISSIONS UNTIL THEY ARE COMPLETE AND ALL FEES AND COMPLIANCE DEPOSITS ARE PAID. ALSO, THE ACC WILL NOT REVIEW ANY SUBMISSIONS, RESUBMISSIONS OR MATERIALS SUBMITTED THAT ARE NOT RECEIVED BY THE FRIDAY IMMEDIATELY PRIOR TO THE NEXT ACC MEETING.

1. Pre-Submittal

- a. Prior to formally submitting an application, the ACC STRONGLY RECOMMENDS that the Owner and Builder submit the materials to Dodstone Architects for an initial review and comment.
- b. If TPAM receives a submittal, TPAM will inquire whether the Owner and Builder have pre-submitted their plans to Dodstone Architects, if not, then TPAM will reiterate the ACC's recommendation.

2. Submittal

- a. The Owner and Builder will submit an electronic copy of all materials required on the applicable Application/Checklist to Dodstone Architects not later than the Friday immediately prior to the next ACC meeting, which are normally held on the first Thursday of each month. The Owner and Builder must also bring a single hard copy (large format for plans and drawings) to the ACC meeting.
- b. Within a business day of receipt, Dodstone Architects will confirm receipt to the submitter.
- c. Dodstone Architects will review the submission for completeness and alert the Owner and Builder of any missing items.
- d. Once the submission is complete, Dodstone Architects will forward the complete submission to the ACC members for their individual review prior to a meeting and copy TPAM.
- e. Any submission that is not complete by the Friday prior to the next ACC meeting will NOT be considered at that ACC meeting but will be considered at the following ACC meeting.
- f. A submission will not be considered complete until the applicable fees and compliance deposit are paid to TPAM.

3. ACC Review

- a. Once a complete submission is timely received, the ACC members will review it at the ACC meeting and make any comments and recommendations.
- b. At the meeting, TPAM will make a record of all comments and recommendations made by the ACC members as to a particular submission.
- c. Within 5 business days following an ACC meeting, TPAM will send to the

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- submitter a standard letter that includes all comments and recommendations made by the ACC members.
- d. All resubmissions of follow up materials must be submitted to Dodstone Architects.
 - e. Upon Dodstone Architects' receipt of follow up materials and responses from the submitter, Dodstone Architects will forward such materials and responses to the ACC members and to TPAM.
 - f. The ACC members will review any timely received follow up materials and responses at the next ACC meeting.
 - g. This process will repeat until the ACC members finally approve a submission.
 - h. Following final approval, TPAM will send a standard final approval letter to the submitter.

4. Requests for Changes During Construction

- a. Any changes requested during the construction process must be timely submitted to Dodstone Architects.
- b. Within a business day following Dodstone Architects' receipt of a change request, Dodstone Architects will forward the change request to the ACC members and TPAM.
- c. Within 5 business days following an ACC meeting, TPAM will send to the submitter a standard letter that includes all comments and recommendations made by the ACC members.
- d. All resubmissions of follow up materials must be submitted to Dodstone Architects.
- e. Within a business day of Dodstone Architects' receipt of follow up with materials and responses from the submitter, Dodstone Architects will forward such materials and responses to the ACC members and to TPAM Architects.
- f. The ACC members will review any timely received follow up materials and responses at the next ACC meeting, unless the ACC members approve via email as outlined in this section.
- g. This process will repeat until the ACC members finally approve a change request.
- h. Following final approval, TPAM will send a standard final approval letter to the submitter.

5. Final Approval of a Completed Project

- a. Once the construction of an approved project is complete, the Owner or Builder will alert TPAM and Dodstone Architects.
- b. Within a business day following receipt of notice of a completed project, TPAM will forward such notice to the ACC.
- c. In the normal course, Dodstone Architects will inspect the project for compliance with the ACC's final approval.
- d. At the next ACC meeting, the ACC members will consider whether the project has been completed in compliance with the ACC's final approval.
- e. At the meeting, TPAM will make a record of all comments and

- recommendations made by the ACC members as to a completed project.
- f. Within 5 business days following an ACC meeting, TPAM will send to the submitter a standard letter that includes all comments and recommendations made by the ACC members.
 - g. All resubmissions of follow up materials must be submitted to Dodstone Architects.
 - h. Within a business day of Dodstone Architects' receipt of follow up materials and responses from the submitter, Dodstone Architects will forward such response to the ACC members and to TPA.
 - i. The ACC members will review any timely received follow up materials and responses at the next ACC meeting.
 - j. This process will repeat until the ACC members finally approve a completed home.
 - k. Following final approval, TPAM will send a standard final approval letter to the submitter in addition to refunding the compliance deposit.

The ACC members may, on a case by case basis, approve the submission, resubmission or submitted materials via email so long as the approval is unanimous. However, any single ACC member may require that a change request be considered at the next ACC meeting, at which point TPAM will timely inform the submitter that the matter will be considered at the next ACC meeting.