

# **VILLA SANTA CRUZ ARCHITECTURAL COMMITTEE POLICY AND PROCEDURES**

## **HIERARCHY OF APPROVAL FOR ARCHITECTURAL CHANGE PERMITS**

### **TIME FRAME TURNAROUND FOR ARCHITECTURAL CHANGE PERMITS**

Level 1 - Office Manager – turnaround within 2 working days

Level 2 - Architectural Committee – turnaround within 10 days (maximum)

Level 3 - Board – preliminary response 30 days

Office Manager – approves limited requests such as same paint color and configuration, simple landscaping that involves no digging of more than 6 inches deep, or any one for one replacement.

Architectural Committee – approves more extensive requests such as \*new paint color, fences, landscaping, sheds, roofs, tree removal, and anything requiring HCD approval. If the committee feels the request requires Level 3 consideration, then it will be submitted to the board for final approval/disapproval.

\*A new paint color request requires the shareholder to paint a 24” by 24” section of the home with the actual paint colors chosen, which includes siding, trim, and doors, for ARC approval.

Villa Santa Cruz Board – the Board must approve retaining walls, exterior carpentry, electrical, and plumbing, and new coaches.

### **ARCHITECTURAL PERMIT CHANGE PROCESS**

Shareholder submits architectural change permit to Villa Santa Cruz Office before any work begins.

Should a Level 1 not be approved, the shareholder shall be notified and the request is sent to the Architectural Committee.

A Level 2 request will require two signatures from the Architectural Committee. Should a Level 2 request not be approved, the shareholder shall be notified and the request is sent to the Board.

A Level 3 request requires Villa Santa Cruz Board approval.

**For requests at all levels:**

Three copies are made of the request:

1 for the office pending change order file.

1 for the shareholder.

1 is sent to the committee, or the board if it is a Level 3.

Any change order that requires an HCD permit shall be kept in the pending change order file in the office.

When approved, 2 copies of the submitted request shall be marked APPROVED.

1 copy for the shareholder, marked APPROVED.

1 copy marked APPROVED will be placed in the shareholder's office file.

Any project that requires an HCD Permit shall not begin until the HCD Permit is granted and a copy is submitted to the Villa Santa Cruz office manager. Upon completion of the project requiring an HCD permit, a signed off copy signifying that the project is completed shall be kept in the shareholder's office file.

If 1 or both of the 2 architectural committee members disapprove of the request, then the request shall be reviewed by the full committee.

If the committee disapproves of the request, it will go to the Board for consideration.