

## Process for Submitting an Architectural Change Request:

1. Download the ACC form to submit to the Architectural Change Committee from the Reynolds Farm HOA website under Resources/ACC.
2. Prepare a detailed drawing of all improvements showing the location and dimensions of the proposed change and indicating the type of materials that will be used (We are using composite decking materials and semi-transparent stain (Redwood or Cedar) on back decks rather than paint.) All CO State Building Code policies apply.
3. Submit your form and description to the ACC committee member, who will review, request more information if something is missing, and inspect the area to be changed.
4. Once step #3 is completed, the ACC committee member submits the form to the HOA Board. The Board will review and vote on whether or not to approve the request at their next monthly meeting, sign it, and send it back, with response to the resident.
5. Once your ACC project is completed, the resident will notify ACC committee members to inspect the final improvement for correctness and quality.
6. Once approved, the ACC committee member will send a signed copy of the completed ACC form and project plan to the Property Manager for Record Retention.