

January, 2012

## Saddle Rock Ranches ACC Architectural Control Committee Selection and Review Procedures

Currently, the ACC consists of three members who are serving one year terms:

Edgar Butsch  
Steve Stec  
Julie Phelps

After discussions with the Saddle Rock HOA attorney, we have adopted the following procedure for architectural review. As always, if any changes are being made to your property, the HOA/ACC must be contacted first. The process is as follows:

1. New applicants (residents) who are improving their property according to the covenants need to submit a complete set of plans to the HOA Board President with the application review form. The packet will be reviewed, followed by the coordination of the submittal to the ACC for their input and approval.

Complete set includes: The ACC application/submission form (see attached), site plan of property improvements, architectural plans, landscape plan, and a materials list/samples, at minimum.

2. The HOA/ACC will schedule bi-monthly meetings to review projects to insure approval prior to the 30 day time limit. If the submission is incomplete, the homeowner will be notified of the additional information needed and once the submission is complete the first meeting will be scheduled, starting the 30 day process.

3. The HOA/ACC can give preliminary site location approval and covenant clarifications, if necessary, prior to submittal of all required documents.

4. The application form is a courtesy notice to the adjacent or affected homeowners to show notification only, then the form & and the complete submittal must be approved by the HOA/ACC. Once approval is obtained, all paperwork will be returned to the submitter.

5. Each lot within Saddle Rock Ranches shall follow the covenants. Special restrictions cannot be placed or forced on a lot by the HOA/ACC, which is entitled by the covenants. If you need a copy of the current covenants, please contact me at [lphelps@phelpsenineering.net](mailto:lphelps@phelpsenineering.net) or 303-669-2314.

6. No ACC approval can be made unless HOA dues are current.

Thank you for your cooperation.

Lonny Phelps  
President, Saddle Rock Ranches HOA  
President, EAMD Board  
6455 South Netherland Way