

Mountainside Architectural Committee Procedures

The following are the guidelines for the approval process:

1. The applicant is required to comply with our **Architectural Guidelines** available on our community web page by selecting the tab for HOA Covenants.
2. The applicant is required to complete the **Application for Construction and/or Alteration** this form is available on our community web page by selecting the tab for HOA Covenants.
3. The applicant is required to submit **ALL** the documentation to each of the member of the committee via the internet. A list of the names and email addressed of the members is available on our web page.
4. When submitting the documentation the applicant is requested to select the email option **"Request A Reader Receipt"**, if available, when sending the information. This is requested to assure the applicant that each member has acknowledged receipt of the application package. Should the applicant in a reasonable amount of time not receive an acknowledgement from each member the applicant is requested to advise the chairman of the committee of this situation.
5. Each member will review the package and forward their comments on the lower part of the applicants **Application for Construction and/or alteration** form to Chairman Michael Patteson at windhaven_michael@verizon.net. For those who are not able to scan and send this document with an approval or disapproval affixed, the member will forward the form and state your decision in the accompanying cover email.
6. According to our bylaws the application must receive a majority approval from the committee prior to proceeding.
7. The chairmen will Talley the votes, and providing there is a majority approval, the President and the Applicant will advise of the approval to proceed.
8. Application that will result in modification to the existing structure or the construction of structures such as garages require notification to our Secretary and Treasure. This is required as fees are to be charged in accordance with our buy laws.
9. Should the committee not be able to achieve a majority the matter will then be differed to our Board for further consideration?
10. It is the intention of this committee to work with the applicant to resolve any areas that conflict with our community guidelines.

The most important item **TIME IS OF ESSENCE**. The committee members are requested to conduct their review in a timely manner and forward the applicants completed form **Application for Construction and/or alteration** to the chairman as soon as possible. It is our goal to have this process completed within three weeks of receipt of the applicant's request.