

PARKLAND ESTATES, P.O. BOX 387, ERIE CO 80516

ARCHITECTURAL CONTROL COMMITTEE OPERATING GUIDELINES

I. PURPOSE

- A. These guidelines are established to outline the responsibilities and procedures for the Architectural Control Committee (ACC) and to address the functions, membership, and organization forming the communication pathway between the ACC and the Parkland Homeowners Association, Inc. Board of Directors (BOD).

II. DEFINITIONS

- A. Plans - Set of engineering data suitable for construction of a structure. They do not need to be professionally drawn but they must be complete
- B. Structure - Any improvement to a property that is raised from the ground to include buildings, sheds, barns, flagpoles, decks, fences, and flatworks. Per International Building Code, that which is built or constructed. Temporary structures not intended for year-round placement are exempt (i.e. summer awnings, cold frames).
- C. Square Feet - Square footage is calculated per ANSI standard Z765-2003
- D. Outbuilding - A building, such as a shed, barn, or garage, on the same property but separate from a more important one, such as a house. In order for multiple structures on a single property to be considered one building, they must be structurally and physically integrated. Otherwise, non-residence buildings will be subject to the restrictions of Section 17 of Restrictive Covenants.

III. POLICY

- A. The ACC will strive to maintain an aviation friendly community, maintain the attractive appearance of the Parkland Estates community and promote a spirit of neighborly cooperation through uniform application of the Restrictive Covenants (Covenants) and Articles VI and VII of the Parkland Homeowners Association By-Laws.
- B. The ACC is composed of six representative members of the Parkland Homeowner Association, as appointed by the BOD.
 - 1. Ideally, members are appointed to three-year terms with two members rotating off of the committee every February.
- C. The ACC members shall elect a Chairman, Vice Chairman, and Recording Secretary annually. Elections will normally be held during the first regularly scheduled ACC meeting after the Annual Homeowner's Association meeting, which is normally held in February.
- D. The ACC will not convene an official meeting or conduct any official business with less than a quorum (3 of 4, 3 of 5, 4 of 6) of the appointed members. All official business must take place in the presence of a quorum and all decisions will be made by a majority vote of the attending members. Attendance and votes through teleconference, email or web based means are acceptable, and must be officially documented in the minutes.
- E. The recording secretary will document each meeting with minutes. In addition,

the Recording Secretary will document any ACC business conducted between in-person meetings.

- F. The ACC's actions, recommendations, and communications are presented to the Parkland BOD at their regularly scheduled meetings. The Chairman, or designee, will present a summary of the committee's activities, and may request recommendations regarding issues requiring attention. Copies of the ACC minutes shall be made available to any property owner who requests them through the Board of Directors. For transparency, ACC minutes should be posted to the HOA website.

IV. RESPONSIBILITIES

- A. The ACC is responsible for the following:
 - 1. To review and process "Applications" submitted by property owners in accordance with the Restrictive Covenants.
 - 2. To process ACC observations or complaints filed by Parkland property owners regarding perceived non-compliance with the Restrictive Covenants properly administered by the ACC.
 - 3. The Chairman, or Vice Chairman in the chairman's absence, will conduct scheduled meetings, call emergency meetings as necessary, and will assure the required communications for timely completion of the required business.

V. APPLICATIONS

- A. Applications Requests
 - 1. Completed ACC applications for project approval submitted by property owners may be submitted to the ACC Chairman or Vice Chairman in person or via email, or mailed to the Parkland Homeowners Association.
 - 2. Upon receipt, the ACC Chairman/Vice Chairman will annotate the application with the date received. The 10 day timeframe starts when the ACC Chairman/Vice Chairman dates and acknowledges the request.
- B. Applications are available through either the ACC Chairman or Vice Chairman, or the Parkland Website, and in accordance with the Covenants need to include the following information:
 - 1. Two (2) sets of plans which clearly illustrate proposed structures, locations and layouts for all new construction (including outbuildings) or any modifications to the exterior of any structure per Weld County Code [29-3-150](#). For projects requiring Weld County approval, the ACC will only accept an identical set of plans as will be submitted to Weld County, and applicable construction standards must be noted on the plans.
 - 2. A plot plan for all structures including setbacks from property lines and easements per Weld County Code [29-3-120](#)
 - 3. Exterior elevations for new structures
 - 4. Material description of the exterior of all structures to the extent necessary to satisfy section 17 of the Restrictive Covenants and FAA and/or FCC requirements, as applicable.

C. Application Approval Procedure

1. It is the intent of the ACC to expeditiously consider applications and assist property owners in gaining project approval.
2. Applications will be reviewed and processed by the ACC through one of the following methods:
 - a) At any scheduled ACC meeting.
 - b) At a special meeting convened for the purpose of the application.
 - c) Through telephone, e-mail, or other electronic communication of ACC members (quorum required).
3. The ACC stores all files, applications, and records using an electronic management system (i.e. Google Drive).
4. The Covenants require processing of an application within 10 days of receipt, or the application is considered approved. The 10-day period shall start from the date the ACC Chairman, or Vice Chairman, has possession of the application. The period will end when the property owner is personally contacted by phone, fax, e-mail, hand-delivery, or when an application requiring mailing is postmarked. If an application is incomplete, or cannot be approved by the ACC with the information presented, the 10-day period will be restarted when all necessary information is presented.
5. The ACC will review applications for common area abutment and ensure planned work is of a durable quality. The ACC will pay special attention to building in the common area to include siting, fire water restrictions, and setbacks.

VI. NON-COMPLIANCE & RESIDENT COMPLAINT PROCESS

- A. All complaints related to architecture must be filed through the ACC.
- B. All decisions require a quorum of ACC members. There will be no individual negotiating by any ACC member with any property owner who files a complaint or with any property owner on whom a complaint was filed.
- C. Complaints will be processed as either emergency complaints if they affect, or appear to affect, community safety to include runway and taxiways, or non-emergency complaints. Emergency complaints will be handled expeditiously with whatever procedures are deemed necessary by the committee.
- D. Any Parkland property owner may file a complaint through any of the following methods:
 - 1. A written and signed letter hand-delivered or mailed to any ACC member or mailed to the Parkland Homeowners Association (which will be promptly forwarded to the ACC Chairman and/or Vice Chairman). A properly formatted e-mail would be sufficient as well.
 - 2. A verbal complaint to any ACC member. The ACC member will clearly document the date, nature of complaint, and name of the property owner filing the complaint, and promptly forward the information to the ACC Chairman and/or Vice Chairman.
- E. Initial Phase
 - 1. Complaints will be discussed at the next regularly scheduled meeting and determination will be made through a majority of ACC members in attendance (quorum required). The “respondent” is encouraged to attend for the ACC to understand the context of the complaint.
 - 2. If the complaint is found to have merit, the ACC will prepare a “First Notification” letter and deliver it to the respondent including which covenants were violated. Ideally, this will be hand-delivered.
- F. Second Phase
 - 1. At the next regularly scheduled meeting, if the issue has not been resolved, a "Second Notification" letter will be mailed by certified mail.
- G. Final Phase
 - 1. At the next regularly scheduled meeting, if the issue has not been resolved, the ACC will prepare a "final notification" letter stating that the issue has now become the responsibility of the Board of Directors. The letter will be mailed via certified mail, and a copy provided to the BOD.

VII. ACC ACTIVITIES

A. The ACC will organize and manage the annual 'Spring Clean-Up'. The following is a list of tasks for this event:

1. Determine a time and date for the clean up
2. Identify projects needing repair and/or maintenance in the common areas, and along the public roadways.
3. Prepare assignments for ACC members and volunteers.
4. Ensure all required supplies are available.
5. Plan and prepare the post-cleanup picnic.

VIII. CONFLICTS OF INTEREST

- A. ACC Members will abstain from voting on ACC applications submitted on their own property.
- B. ACC Members will abstain from voting on complaints against their own property or complaints brought by themselves.

IX. REFERENCES:

- A. Restrictive Covenants for Parkland Estates of Weld County (January 18th, 1978)
- B. By-Laws of Parkland Homeowners Association, Inc. (March 31, 1978)