

## ELKHORN HOMEOWNERS ASSOCIATION (HOA)

### ARCHITECTURAL CONTROL COMMITTEE PROCEDURES

Always refer to the current Declaration of Covenants, Conditions and Restrictions (“CC&Rs”), as recorded and also posted on the Elkhorn HOA website ([click here](#)), before planning to improve your lot in the Elkhorn HOA, as **any dwelling house or other structure of any kind, including fences and gates, as well as renovations, remodeling or alterations to an existing structure requires approval of the Elkhorn HOA Architectural Control Committee (ACC)** and payment of road impact fees. The CC&Rs contains the specific procedures to be followed and supersedes anything in this brief overview. This overview is designed to provide a simple, easy-to-understand outline of the process.

**Step 1** (The Application): Submit plans and specifications, in writing, to the ACC using the Request for Building Approval form. The email for contacting the ACC is [acc@elkhornhoa.com](mailto:acc@elkhornhoa.com). In order to ensure timely receipt, review and processing of your submission, please use this email. If you have not received confirmation that the email was received by the ACC within three (3) days, please re-send using individual committee member emails found in the Master Member List on the Elkhorn website. The plans and specifications must be specific in nature as to design, colors, materials to be used, and location on the lot.

**Step 2** (ACC Initial Response): Within three (3) days of receipt, a representative of the ACC will contact you to confirm receipt and sufficiency of the Request for Building Approval or to request more information concerning the contents of the Request for Building Approval. This contact will be in writing and may be communicated by electronic means. The Request for Building Approval is not deemed complete for review until all additional information requested by the ACC, if any, has been provided. If you do not hear from a representative within these three days, call or text one of the co-chairs.

**Step 3** (ACC Decision): Once the Request for Building Approval is complete, the ACC will render its decision within thirty (30) days and will notify you of any applicable impact fees that need to be paid to the Elkhorn Treasurer. Impact fees, as of November 16, 2022, are \$3,000 per house and \$1,500 per additional structure. The ACC’s decision will be in writing and may be communicated by electronic means. The ACC’s decision will be determinative of any impact fees applicable at the time of excavation/start of build.

**Step 4 (Construction):**Construction must commence within one (1) year from the date the ACC has sent a Building Approval Letter to the property owner, or resubmittal of plans is required. The exterior of a construction must be completed within eighteen (18) months of commencement or additional impact fees may be required.

**Step 5 (Ongoing ACC communication during construction):** A member of the ACC will periodically request an update on construction progress from the property owner. This may be electronically or in person at the job site per the property owner's preference. ACC members will not view a construction site unattended and/or without prior notice to the owner.

**Step 6 (Final Construction):** When sufficient construction (exterior) seems to be completed such that the ACC no longer needs to monitor progress, the Owner will contact the ACC and coordinate a visit to confirm. The exterior must be complete within eighteen (18) months. If not complete, the ACC will continue to monitor.

**Step 7 (Notice of Completion):** The ACC will provide a written Notice of Completion to the property owner when sufficient construction is completed such that the ACC no longer needs to monitor progress.