

RANCH MEADOW CONDOMINIUMS ASSOCIATION
Board of Directors Meeting
7:00 p.m., September 14, 2006, Fire Station Meeting Room
Estes Park, CO

BOARD MEMBERS PRESENT: Bob Addleman, Bob Butler, Chuck Coffey, Marcia Logan, Bob Nagle, Marlan Nelson, Gordon Slack, and Eric Waples.

EXCUSED: Suzy Blackhurst.

For Association Management of Estes Valley: Susan Albern, and Gene Whannel.

WORK SESSION: A work session was held from 6:00 to 7:00 p.m. when the President led a discussion on Maintenance Policies, Hazardous Waste Disposal Policy, and Snow Removal.

Preceding the discussions, the President recognized Ms. Rebecca Swank, 1515-G, regarding her request that the Association pay the costs of repairing the sidewalk leading into her unit, and how the published Maintenance Policies whose original item No. 29, stated that the maintenance of sidewalks was the responsibility of the condominium owner. The Board told Ms. Swank that the purpose of the Board meeting tonight (September 14) was to find consensus among the Board members as they read the Declaration sections that defined owner maintenance as being those items that were considered in the Limited Common Element (LCE) (used only by the owner of a particular unit); the Association attorney had reviewed the Declaration and had told the Board that maintenance of sidewalks was "inferred from the Declaration" to be an owner's responsibility. After considerable discussion of the topic, the consensus was that more research needed to be done, including consultation with the attorney, to have a specific and justifiable determination of whether the sidewalks were labeled as LCE on the original plat maps filed by Rich Wille, the builder, when the community was being developed.

The Board then moved on to go through the Proposed Policy 15.2006 (Maintenance Responsibilities for the Association and for the Condominium Owner). The Board agreed that the following changes should be made to P15.2006: Maintenance Responsibilities Assigned to the Ranch Meadow Association:

As a part of the introduction to the Policy, the following paragraph is to be added:

The Association is not responsible for any real or perceived deficiencies, construction errors, or omissions by the builder. These items should have been taken up with the builder during the first-year warranty period.

12. Unit structure (framing and foundation, excluding deck footings) – replacing the word **support** with **foundation** and **adding the words excluding deck footings**.

Changes made to the original document published in the September issue of *The Bugler* to P16.2006: Maintenance Responsibilities of the Condominium Unit Owner:

As stated in the Declaration, Section 18 reproduced above, Unit owners are responsible for maintenance of items, including BUT NOT LIMITED TO, the following Limited Common Elements: (words in all caps are added to the original)

18. Refrigerator, freezer, microwave, kitchen range, dishwasher, **(add the abbreviation "etc."**.

29. Sidewalks to the individual units **(extract this item from the document and defer considering adoption until further research is completed)**.

31. Ductwork for heating and cooling systems. (new item added 9/14/06).

The Board reviewed the proposed P12.B.06: Disposition of Hazardous Materials as published in the September issue of *The Bugler* and indicated that they had no additions or corrections to it.

The Association Management of Estes Valley reported that they had not received bids on snow removal for the coming winter.

The other item on the work session agenda (Architectural Review Committee) was discussed briefly and left for full discussion in the regular board meeting.

-----Ranch Meadow Association-----

REGULAR MEETING

The regular meeting of the Board was called to order at 7 p.m., and during the Open Forum time, two owners had questions as follows:

1. Is the storage shed located near 1511 Ranch Meadow owned by the Association? They were given the brief history of the storage unit having been moved there by the Association this summer to be used to store landscape materials and tools owned by the Association.

2. What happened with the Auto Pay for September? Susan Albern told the owners that there had been some technical errors in processing the Auto Pay, but that all has been taken care of and that owners on this method of assessment payments were assured that they would have no delinquencies.

PRESENTATION OF THE MINUTES FOR THE JULY 6, 2006 BOARD MEETING:

The secretary noted that the minutes had been distributed in July to all Board members and that corrections, omissions, etc., had been received and incorporated into the document and that it was now ready for approval. Bob Nagle made a motion to accept the minutes as presented, which was seconded by Chuck Coffey, and the motion was approved unanimously.

TREASURER'S REPORT:

Treasurer Bob Addleman and Association Management of Estes Valley CEO Susan Albern reviewed the budget comparisons and the balance sheet, pointing out that the income/expense categories for the year were "on target." Bob Butler made a motion that the Treasurer's report be accepted, and Chuck Coffey seconded it, and the Board approved the motion.

REIMBURSEMENTS TO BOARD MEMBERS:

Susan Albern told the Board that she had made reimbursements to Bob Nagle for \$42.49 (covering expenses on landscape work), and to Bob Addleman \$10.60 (for waste management fee for plant clippings that were delivered to the site). This was merely a reporting item, and presented to put the reimbursements into the record.

PRESIDENT'S UPDATE: The President said he wished to call attention to the enormous amount of volunteer work that has been done by Board members and members of the community.

MANAGER'S REPORT: The Manager's Report was moved on the agenda to a later time and appears on page 4 of this set of minutes.

OLD BUSINESS:

1. Suggestion for constructing a flag pole in the community was presented by an owner at the last Board meeting, and the President asked if there were new developments. Hearing none, he suggested that the item be kept “in the Board’s memory” until some future development occurs.

2. Rodent Control: Gene Whannel of Management Association of Estes Valley and several members of the Board indicated that a great deal of work had been done to come up with methods to control ground squirrels and badgers in the community. It was concluded that “nature” – meaning the change of seasons – had pretty much taken care of the problem for now with hibernation having occurred.

3. Maintenance: Status and Plans: All painting for the current year has been done, and 4 duplex units remain on the painting list for next year, which when completed, will mean that all units have received their first “re-painting.”

Asphalt work in the community is tentatively scheduled for the third or fourth week of September. The total cost is estimated to be \$9,500. The estimate presented in July was \$8,900. The new estimate adds work around 1437-I which had been missed in the survey for the work in July.

Other Repairs: The President raised the question of the need for having a representative of Atlas Roofing, Fort Collins, to come to the community this fall during their “slack” season and evaluate work that is needed here. A motion was made by Bob Addleman and seconded by Chuck Coffey that the Board authorize the expenditure of up to \$5,000 for the fall “roof evaluation and repairs” project. It was approved by the Board.

COMMITTEES:

1. Welcoming Committee: Marcia Logan reported that new owners and renters in the neighborhood were very pleased with the information they received via the Welcome Book handed to them by a member of the Committee. She suggested that a column “Get to Know Your Neighbor” be incorporated in *The Bugler*. The idea was deemed a “great suggestion,” and it will be added to the newsletter. Committee members will ask the new owners and tenants if they give their permission to be included in the column.

2. Picnic: It was announced that a Neighborhood Picnic is scheduled for Sunday, September 17, from 4 to 5 p.m. on the north side of Raven Court, and all were encouraged to attend and to bring their neighbor. Susan Albern said that Association Management of Estes Valley would contribute \$1 for each of the units in the neighborhood to defray costs. She was thanked by the Board for the kind gesture.

3. Landscape Committee: Eric Waples reported that 6 large evergreen trees were removed from units at 1437 Raven Circle and re-located at other places in the community. The trees were planted in too small a space, and were beginning to break up the asphalt and to brush against the buildings. The removal was made by a company from the Valley using the power “tree spade”. Six trees were dug and replanted at a cost of \$250 a tree.

The final mowing for the season in the neighborhood will on September 21.

Sprinkler blow-out will be done on the 15th of October.

Eric said he would be organizing a committee for a “weed day” so noxious weeds could be pulled from the landscape and destroyed. More information on this will be in future issues of the newsletter. He also indicated that he would be organizing a Fall Shrub Trimming project so that shrubs that have quickly become “overgrown” can be taken care of this fall. Volunteers will be welcome to participate. The project will be done in October.

4. Ranch Meadow Website: Bob Nagle requested that the Board make available approximately \$75 to upgrade computer memory and establish a wireless connection for the website project.

Board members pointed out that they had heard “good reports” from owners and others about the website.

MANAGER’S REPORT:

Susan Albern presented a brief discussion on three items: Lease File, “For Sale” Sign Enforcement, and Removal of Trees at 1515-D.

After her presentation, Marlan Nelson said he would prepare a list of rental units and send to her, and she said she would then contact the owners and request a copy of the lease agreement for each unit.

On the matter of “For Sale” Sign Enforcement, the Board went on record as wanting the management company to enforce the existing Association rule that limits each unit to having only one For Sale Sign, and especially that the owners should be informed that For Sale Signs could not be placed in the General Common Elements in the area facing U.S. Highway 34.

It was noted that the trees that had been planted on the north side of 1515-D Raven Court (without Landscape and Board approval) had been removed as requested in a letter delivered last month.

NEW BUSINESS:

1. Maintenance Responsibilities of the Association and the Owners. (please see complete policy that is an attachment to the 9/14/06 Minutes).

The secretary presented the changes that were recommended in the Work Session (see pages 1 and 2), and after a minimal discussion, a motion was made by Eric Waples, seconded by Chuck Coffey, that P15.2006: Maintenance Responsibilities Assigned to the Ranch Meadow Association (with changes presented on pages 1 and 2) and P15.2006: Maintenance Responsibilities Assigned to the Condominium Unit Owner (with changes presented on pages 1 and 2) be approved by the Board. The vote was unanimous. Item 29 which assigned to Owners the responsibility of maintaining sidewalks was excluded from the document that was approved.

2. P12.B.06: Disposal of Hazardous Materials (please see complete policy that is an attachment to the 9/14/06 Minutes).

A motion was made by Bob Nagle and seconded by Bob Butler that the Board approve the policy as presented. The vote was unanimous for approving.

3. P3.06.A: Architectural Review Committee Guidelines. (New Policy, September 2006).

Board Vice President and chairman of the Architectural Review Committee, Chuck Coffey presented the committee’s proposal for a new Board policy on the nature, function, and process for the work of the newly created ARC together with an item-by-item listing of Guidelines for Owners desiring to make exterior architectural changes that are assigned under the new Maintenance Policies as owner responsibilities. After considerable discussion, a few minor changes were made to the General Information portion of the document: (paragraph 2, line 2, eliminating of the words “landscaping and/or.”; paragraph

4, line 6, adding as follows: “. . . the appeal and render a decision **by the next regularly scheduled Board meeting. If the item is not taken up at the next Board meeting, the owner’s appeal will be considered approved.**”

Other change made to the original document was a re-organization of the items in the "Guidelines for the ARC" so that those referring to existing Rules in the Association's document, "Governance Standards, Policies, and Rules," so that they are presented as the first items in the Guidelines. Additionally, the Board asked the secretary to review the "Governance Standards, Policies, and Rules" document to edit it indicating that architectural previously were to be sent to the Board, would now be sent to the ARC for the initial review.

The ARC documents will be discussed further in the December Work Session and Board meeting after the Board has opportunity to review the documents as edited. The Board took no action related to approval of the ARC proposals.

SNOW REMOVAL. . . Gene Whannel of Association Management of Estes Valley was asked to contact snow removal businesses to get bids for work for the coming winter. These bids will be sent to the Board members by e-mail, and a decision will be made on the contract with official review and approval to be made at the next Board meeting on December 7, 2006.

BLUEBIRD BOXES. . . Bob Nagle told the Board that he and Nelson had been talking about a bluebird box project for Ranch Meadow. He said that boxes can be built for approximately \$6 per box. He said no funding from the Association was being requested; the purpose of the announcement was to have the Board approve the concept. He said that if boxes were to be placed near a Condo unit, the group would ask the owners for their approval, and if it were not forthcoming, the boxes would not be placed at that point. General consensus of the Board was that this is a worthy project and will improve the beauty of the community.

REQUEST BY OWNER OF 1550-O RAVEN CIRCLE:

Nelson presented a request from Charlie Hartman, 1550-O Raven Circle for approval to add two storm/screen doors, and to cut a gate in the deck at his unit. Nelson made a motion that the requests be approved, and it was seconded by Bob Nagle. The approval vote was unanimous.

NEXT MEETING. . . the next meeting of the Board will be on December 7, 2006.

ADJOURNMENT. . . at 9:20 p.m., a motion was made by Chuck Coffey, seconded by Bob Nagle for adjournment. All members voted for the adjournment motion.

Respectfully submitted by Marlan Nelson, Secretary.

NOTE: A copy of the Maintenance Policies and Disposal of Hazardous Materials approved by the Board, and the documents reviewed relating to the Architectural Review Committee are attached to these minutes.

RANCH MEADOW CONDOMINIUMS ASSOCIATION
Estes Park, CO
9/14/06

P3.06.A.: Architectural Review Committee Guidelines. General Information.

Ranch Meadow Condominiums Association is a covenant-controlled community designed to maintain neighborhood integrity and high property values. All exterior changes must be approved in advance by the Architectural Review Committee (ARC) and the Board of Directors. This document is intended to be a guideline for use with the Declaration of Covenants, Conditions, and Restrictions for Ranch Meadow Condominiums Association.

Review and Approval Procedures; Timelines

1. The Architectural Review Committee shall consist of 3 or more members with staggered 2-year terms.
2. Condominium owner submits a request for review application with a description of the change(s) and diagram(s) for exterior changes. Requests must be received by the ARC no later than the 10th of the month to be approved at the next Board meeting. Requests are to be mailed to: Association Management of Estes Valley, P.O. Box 315, Estes Park, CO 80517. Association Management of Estes Valley will then forward the requests to the ARC.
3. The ARC will review the plans, inspect the site, and make a recommendation to the Board for approval if the exterior change complies with covenants. If the ARC determines that the changes do not comply with covenants, the request will be returned to the owner noting non-compliance issues and the owner will have to modify the plans and re-submit.
4. The Board meets on an as-needed basis and will review and approve recommendations from the ARC. In all cases, the Board shall render a decision within 90 days (or sooner) from the date on which ARC receives the application materials. Owners may appeal denial of their project to the Board of Directors. The Board shall appoint two additional owners who together with the Board will review the appeal and render a decision by the regularly scheduled Board meeting. If the item is not taken up at the next Board meeting, the owner's appeal is considered approved. The decision of this body shall be final.
5. Once the plan is approved, an owner must complete the project within 90 days of Board approval. If this is not enough time to complete the project, the owner must request an extension from the ARC in writing.
6. Upon completion of the project, the owner must notify the ARC of completion. The ARC reserves the right to disapprove the completed project if it differs from the original specifications. If disapproved, the owner must comply with the original specifications within 30 days or return the property to its original condition.
7. If a project has not been initiated within six months of approval, the approval shall be considered null and void.
8. If an ARC or Board member requests Architectural Review for any personal project, he/she shall abstain from any participation in the discussion or vote on that project.

Chuck Coffey, 1437-I Raven Circle, 635-0814, Chair.
Marcia Logan, 1360-C Raven Circle, telephone 586-9194, member.
Bob Nagle, 1519-G Raven Circle, telephone 586-9422, member.

RANCH MEADOW CONDOMINIUMS ASSOCIATION
Estes Park, CO

**LISTING OF ITEMS AND GUIDELINES FOR EACH THAT REQUIRE ARCHITECTURAL REVIEW
COMMITTEE APPROVAL**

ITEM**GUIDELINE**

The first 11 ARC Guidelines presented below refer to Rules of the Association adopted by the Board or itemized in the Declaration of the Ranch Meadow Condominiums Association. The Rules referred to indicate that requests for approval of these architectural modifications are to be presented to the Board of Directors. With the creation of the ARC, requests for these items are to be presented to the ARC, not the Board, for review.

1. Air Conditioner --

Air Conditioners are allowed with prior approval in writing from the ARC. They must be located in an inconspicuous location close to an owner's unit and installed to minimize disturbance to neighboring unit owners. Please see **Governance Standards, Policies, and Rules, R1.06.**

2. Fencing --

Fencing is not allowed. Please see **Governance Standards, Rules, and Policies, R4.06.**

3. Display of Flags --

Owners may display the **flag of the United States** in the inside of a window(s), door(s) or balcony of a condo unit. The U.S. flag may also be displayed on a flag pole below the eaves line. The flag pole may not exceed five feet in length. U.S. flag dimensions can be no greater than 28 inches by 41 inches. Unit owners may display one **Military Service Flag** when a unit owner has a family member serving on active duty or in the reserves during a time of war or armed conflict. The size of the flag is limited to 28 inches by 41 inches. Unit owners may display one seasonal flag at each unit provided it does not exceed 28 inches by 41 inches. No flags of any type may be displayed on the General Common Elements. Please see **Governance Standards, Policies, and Rules, R5.06.**

4. Decks/Stairs --

Deck expansions are not allowed. Please see **Governance Standards, Policies and Rules, R6.06.** Owners are required to paint and maintain their decks/stairs as Limited Common Elements at their expense. Written approval must first be obtained from the ARC. Paint color for the vertical deck rails and fascia boards are to be submitted to the ARC for approval. Owners should submit **paint color samples**, manufacturer's literature and/or material samples with their requests. A **Deck gate** may be added with written approval of the ARC. An approved deck gate design specification is available from the ARC.

A **deck awning** is allowed with written approval of the ARC. The frame must be white and the material must be of a solid color that closely matches the building color. All decks must remain "open-aired" with no walls, permanent overhangs or partitions.

5. **Roof Gables --** **Roof gables** are not allowed. Please see **Governance Standards, Policies, and Rules, R6.06.**
6. **Holiday Lighting and Decorations --** **Holiday lighting and decorations** are permitted thirty days prior to the holidays and must be removed thirty days after. Please see **Governance Standards, Policies, and Rules, R10.06.**
7. **Hot Tubs --** **Hot tubs** are not allowed. Some original owners were allowed to keep their hot tubs as they conveyed with the property. Please see **Governance Standards, Policies, and Rules, R11.06.**
8. **Landscape Solar Lights --** **Landscape solar lights** may be installed on the front walk at ground level. Please see **Governance Standards, Policies, and Rules, R12.06.**
9. **Replacement Doors, Windows, Garage Doors and Exterior Lighting --** **Doors, windows, garage doors and exterior lighting fixtures** are Limited Common Elements and are to be replaced at owner's expense. Prior approval in writing from the ARC is required. Replacement items should match as closely as possible in design and color to the existing items. Submit manufacturer's literature and samples to the ARC with the request. Please see **Governance Standards, Policies, and Rules, P16.06.** Please contact a member of the ARC if you need assistance.
10. **Satellite Dish --** **Satellite dishes** are allowed. The dish should be placed in an inconspicuous location. The top deck rail does not have enough structural integrity to support a dish. The corner posts of the deck make a better mounting point. Dishes cannot be mounted on roofs. Please see **Governance Standards, Policies, and Rules, R24.06.**
11. **Signs at Individual Units --** Unit owners may display one **For Rent** or **For Sale** sign, provided it does not exceed 6 square feet in size and 6 feet in height and placed at least 8 feet from the street. It shall not interfere with irrigation systems or obstruct driveway entrances or be attached to the building structure. Signs may not be displayed in the General Common Elements. Signs must be placed on standards driven into the ground. Unit owners may also place **political signs** if (a) not earlier than 45 days before an election, and removed within 20 days after the election; (b) signs may be placed in the ground immediately adjacent to the owner's Unit; (c) one sign per candidate office and one sign per ballot issue; (d) signs cannot exceed 4 square feet and must be at least 8 feet from the street and no higher than 6 feet tall from the ground; (e) no political signs can be placed in General Common Elements or obstruct intersections or driveways. Please see **Governance Standards, Policies, and Rules, R25.06.**

12. **Storm Doors/Screen --** **Storm doors and/or screens** are allowed and the color should match existing window trim color with an aluminum frame. The door should have plain glass, with no decorative grids or grills. If your main door has a full glass, the storm door must also have a full glass. If your main door is half glass, you may use either a full or half-glass storm door. Please see **Governance Standards, Policies, and Rules, R27.06.**
13. **Interior Window Coverings --** **Exterior window coverings** are allowed with prior written approval of the ARC. The frame must be white and the covering color must be white or off-white as viewed from the outside. Please see **Governance Standards, Policies, and Rules, R34.06.**
14. **Additions & Structural Changes --** **No changes of this nature are permitted.**
15. **Paint Colors --** Responsibility of the Association at present, the colors are on file at the offices of Association Management of Estes Valley.
16. **Other Antennas --** Permission to mount **antennas other than Satellite Dish Antennas** is withheld and must be requested from the ARC. Granting of permission and determination of suitable placement will be dealt with on a case-by-case basis.
17. **Exterior Window Coverings --** **Exterior window coverings** are allowed with prior written approval of the ARC. The frame must be white and the covering color must be white or off-white. Submit color samples and manufacturer's literature with the request.
18. **Patios --** **Open Air Patios** (other than original builder construction) adjacent to or connecting with the decks are not allowed.
19. **Other --** **No wind generators, clothes lines or dog runs** are allowed.

Maintenance Policy With Listing of Responsibilities Assigned to the Association and those Assigned to the Unit Owner. (Updating and defining P15 and P16, Approved for inclusion in the annotation of Governance Standards, Policies, and Rules of the Association by the Association Board of Directors on March 30, 2006).

The purpose of this Maintenance Policy is to clearly delineate those items that are the responsibility of the individual owners and those items that are the responsibility of the Association. For the most part, the Association is responsible for those items designated as General Common Elements (GCE), and the individual owners are responsible for the Limited Common Elements (LCE). This policy defines the responsibility on an item-by-item basis.

* * * * *

P15:2006: Maintenance Responsibilities Assigned to the Ranch Meadow Association.

Owners are assessed a monthly fee to cover maintenance of the General Common Elements, for Reserve Funds for future maintenance of those elements, and for other expenses that may be approved in the annual budget.

The Association is not responsible for any real or perceived deficiencies, construction errors or omissions by the builder. These items should have been taken up with the builder during the one-year warranty period.

The Declaration of the Ranch Meadow Condominiums Association assigns the following Maintenance Responsibilities to the Association as general common element expenses:

1. Replacement and maintenance of the General Common Elements;
2. Snow removal from the General Common Elements;
3. Water and Sewer Mains;
4. Raven Court maintenance and replacement;
5. Landscaping of the General Common Elements;
6. Electricity for entry signs;
7. Maintenance of main entry sign and plantings;
8. Drainage facilities;
9. Outside water faucets;
10. Maintenance of the existing drip and underground irrigation systems;
11. Maintenance of black-topped parking and turn-around areas. (The Association will maintain the black-topped areas in front of the garages);
12. Unit structure (framing and foundation, excluding deck footings);
13. Exterior siding and paint;
14. Roofs, including skylights;
15. Gutters and Downspouts.

* * * * *

P16:2006: Maintenance Responsibilities Assigned to the Condominium Unit Owner.

As stated in the Declaration, Section 18 reproduced above, Unit owners are responsible for maintenance of items, including, but not limited to, the following *Limited Common Elements*:

1. Decks and balconies, including rails, fascia boards, and supports, subject to approval of the Architectural Review Committee;
2. Patios
3. Utilities in unit after branch from the main utility supplies;
4. Hot water heater;
5. Furnaces;
6. Air Conditioners;
7. Unit windows, including glass; ***
8. Unit doors; ***
9. Unit sub-floors, floors, and floor coverings;
10. Interior partition walls;
11. Insulation;

12. Interior sheetrock;
13. Unit wall coverings;
14. Window coverings, subject to covenant restrictions;
15. Garage door, including door mechanism and opener. ***
16. Flower beds and landscaping in the Limited Common Elements;
17. Plants bought and added by the owner;
18. Refrigerator, freezer, microwave, kitchen range, dishwasher, etc.;
19. Fireplace and flue;
20. Indoor light fixtures;
21. Outdoor light fixtures. ***
22. Sewer lines down to the connection with the main sewer line;
23. Bath tubs and showers and other interior plumbing;
24. Ceiling fans;
25. Inside telephone lines and connections;
26. Other inside telecommunication lines and hookups;
27. Electrical wiring servicing the unit from the meter in to the unit;
28. Stairway (interior and exterior); Association will paint the exterior stairways on standard schedule; Association will not paint the actual steps or entry landing surface;
29. Sidewalks to the individual units; (THIS ITEM WAS EXCLUDED FROM THIS DOCUMENT PENDING FURTHER RESEARCH ON WHETHER SIDEWALKS ARE CONSIDERED LIMITED COMMON ELEMENTS OR GENERAL COMMON ELEMENTS).
30. Dryer vent and crawlspace vents.
31. Ductwork for heating and cooling systems.

 ***Item includes the notation, "Subject to the approval of the Architectural Review Committee."

-----Ranch Meadow-----

P12.B.06: Disposition of Hazardous Materials.

Owners and Tenants at Ranch Meadow Condominiums Association are responsible for following county and state requirements for disposal of hazardous materials (used batteries, chemicals, insecticides, etc.). These items may not be stored outside a unit at any time (and for safety's sake they should not be stored inside garages or other parts of a unit). Owners and Tenants who store such items outside their units and who have been notified of the hazardous materials not being disposed of correctly, will be subject to having the Association's management agent arrange with a reliable source to dispose of the materials with all costs of the disposal being charged to the owner's account (in the case of Tenants it will be charged to the Owner from which the Tenant has a lease). Because of the nature of the problem, only one notice will be given to the Owner or Tenant with the statement that the items must be disposed of within 24 hours or the Association will remove them at the Owner's (or in the case of a Tenant, the landlord's) expense.

RANCH MEADOW CONDOMINIUMS ASSOCIATION
ARCHITECTURAL REVIEW COMMITTEE
PROJECT REVIEW AND APPROVAL FORM

NOTE: Project must be completed within 90 days of Board approval. Upon completion, the condominium owner must notify the Architectural Review Committee of completion. A Committee member will inspect the project, and the Committee will approve or disapprove the work within 45 days and notify the condominium owner of the Committee's acceptance or rejection of the work.

Date of Application _____

Condominium Owner's Name _____

Address _____

Phone _____

Mailing address (if different from Condo address) _____

1. Brief project description _____

(Attach extra sheet if necessary, or use back of this page)

2. Does your project require a municipal building permit: YES NO

3. Does your project require a change in zoning? YES NO

NOTE: It is the condominium owner's responsibility to ensure that the project meets local building and zoning codes. Architectural Review Committee approval does not indicate compliance with local building and zoning codes.

4. Neighbors need to be informed. Notify three (3) neighboring property owners of your requested project. Have each acknowledge notification by signing below.

5. Exception: Neighbors do not have to be notified if Unit owner is merely replacing existing doors, exterior lighting fixtures, garage door, or windows.

(1). Name _____ Address _____ Phone _____

I have been notified of this project. My signature does not indicate my approval or disapproval. I understand that if I object, I should contact the Architectural Review Committee in writing with the specific reason(s) for my objection.

Signature _____

Date _____

(2). Name _____ Address _____ Phone _____

I have been notified of this project. My signature does not indicate my approval or disapproval. I understand that if I object, I should contact the Architectural Review Committee in writing with the specific reason(s) for my objection.

Signature _____

Date _____

(3). Name _____ Address _____ Phone _____

Signature _____

Date _____

I have been notified of this project. My signature does not indicate my approval or disapproval. I understand that if I object, I should contact the Architectural Review Committee in writing with the specific reason(s) for my objection.

