

**Holly Hills Estates Homeowners Associations  
Architectural Committee and Procedures  
Resolution #2008-001 (Policy & Procedure)**

**WHEREAS**, the Association has a Declaration, Bylaws and Rules and Regulations, and,

**WHEREAS**, Article 3, Section 3.3 of the Declaration of Holly Hills Estates require that an owner submit detailed building plans and a site plan showing the location of all proposed structures at least 10 days prior to commencing construction of any structure on any Lot to the Board of Directors, and,

**WHEREAS**, Article 3, Section 3.4 of the Declaration of Holly Hills Estates stipulate that no structure shall be constructed or caused to be constructed on any lot unless the plans for the structure have been approved in writing by the Board of Directors (including storage sheds), and,

**WHEREAS**, Section 1.1.18 of the Declaration of Holly Hills Estates define Structure as any building, fence, wall, driveway, walkway, patio, deck, swimming pool, or the like, and,

**WHEREAS**, Article 3, Section 3.8.19 of the Declaration of Holly Hills Estates stipulates that no accessory structures shall be allowed on any Lot without written approval of the Architectural Committee, and,

**WHEREAS**, Article IX of the Bylaws of Holly Hills Estates Homeowners Association charge the Board of Directors with the powers and duties to appoint standing or special nature committees as deemed appropriate in carrying out its purpose, and,

**NOW THEREFORE, BE IT RESOLVED**, the Board of Directors hereby establishes a standing Architectural Committee and their operational procedures:

1. The Board of Directors hereby establishes an Architectural Committee (Referred to hereafter as Committee) to consist of at least three and no more than five persons, all of who shall be appointed by, and shall serve at the Board of Directors direction.
2. Members of the Committee may include architects or similar professionals who are not members of the Association.
3. The committee shall appoint a chairperson to act as a liaison to both the Board of Directors and management company.
4. The Committee shall remain a standing committee unless otherwise determined by the Board of Directors. Committee members may resign by submitting written notice of their resignation to the management company. Vacated committee positions will be filled by appointment by the Board of Directors.
5. The Committee shall have exclusive jurisdiction over reviewing detailed building plans and site plans (Referred to hereafter as Plans) as submitted by an owner prior to commencing construction of any structure on any Lot. In addition, no structure shall be constructed or caused to be constructed on any lot unless the Committee has approved the plans for the structure in writing.

6. In accordance with Section 1.1.18 of the Declaration, the following structures are subject to written approval from the Committee prior to commencing construction: Any building, fence, wall, driveway, walkway, patio, deck, swimming pool, or the like.
7. Property owners shall submit plans to the management company for processing and distributing to the Committee. If incomplete plans are submitted they will be returned to the owner for additional information and will not be reviewed until complete plans are provided. The management company or Committee may provide additional details of missing information or items.
8. Committee members shall review submitted request and subject property prior to making a decision on the request.
9. If request is denied, committee shall make an effort to supply reasoning for denial and may refer specifically to association covenants. Committee may also suggest remedy to gain approval of request.
10. Committee shall deny all requests that do not comply with the Declaration of Holly Hills Estates and may deny requests that are of a subjective nature that deviate from the established design and appearance of Holly Hills Estates.
11. If the committee denies a request, the homeowner reserves the right to appeal the committees decision to the Board of Directors. Written appeal along with a copy of the submittal shall be submitted to the management company within 30 days of the denial letter.
12. The approval of the Committee of any plans shall not be deemed to constitute a waiver of any right to withhold an approval or consent as to any similar plans subsequently or additionally submitted for approval.
13. Owner will receive written notice of the committee's decision no more than 60 days after the complete plans have been submitted.
14. Committee members shall review subject property once construction is complete to determine adherence to approved plans.
15. Review and approval of any application is made on the basis of aesthetic considerations only and the committee shall not bear any responsibility of ensuring the structural integrity or soundness of approved construction or modifications, nor for ensuring compliance with building codes or other governmental requirements. Neither the Association, Board or Directors, or any committee, or member of any foregoing shall be held liable for any injury, damages or loss arising out of the manner or quality of approved construction on or modifications to any Lot.

5-1-08

**Date**

  
**Lara Harker, President**

  
**Alicia King, Vice President**