

**Algonquin Acres Owners Association  
Architectural Control Procedures  
Revised And Adopted October 15, 2009  
(This document replaces previous undated ACC procedures.)**

The Board of Directors of the Algonquin Acres Owners Association (AAOA) and the Architectural Control Committee (ACC), also known as Architectural Review Committee (ARC), shall follow the procedures outlined below, and other such policies and procedures as they deem necessary, to administer the provisions of the Declaration of Protective Covenants and the Addendum(s) for Algonquin Acres (Covenants).

1. No construction or alteration of any building, fence, or wall shall commence until construction plans and specifications, showing the location, dimensions and materials used of the structure, have been approved by the ARC. Approval by the ARC and AAOA Board shall be presumed unless an owner receives written notification from the AAOA Board representative to the contrary within thirty (30) days of submission of the plans as per Article II, paragraph 1 (c) of the Algonquin Acres Addendum to the Declaration of Protective Covenants.
2. One copy of the construction plans and specifications will be submitted by the lot owner(s) to the AAOA Board President at that person's home via e-mail, hand delivery or USPS mail.
3. The AAOA President or designated representative receiving the plans will note the date received and notify the ARC and AAOA Board members. The recipient of the plans should not make any verbal remarks as to the potential approval/denial of the plans. The recipient of the plans must take appropriate action to notify all other ARC and AAOA Board members within three (3) days.
4. The ARC and AAOA Board members must review the construction plans and specifications for compliance with the AAOA Covenants and amendments. This should be accomplished as soon as possible (preferably 3 to 4 days) to aid the lot owner(s) construction schedule, but should take no longer than 25 days.
5. Each ARC and AAOA Board member will review the proposed plans and indicate with a signature, (in person or via e-mail) his/her approval or denial of the plans as submitted. A majority of both groups must indicate, in writing, their approval or denial of the plans. If any member or member(s) deny the plans, they must indicate the reason for the denial and identify the specific related covenant/provision.
6. When the construction plans and specifications have been approved or denied, the following actions should be taken by the AAOA Board member or designated representative:

- a. The AAOA Board representative should retain a copy of the submitted plans for the AAOA official record along with the signature sheet or appropriate e-mails of response from ARC and AAOA Board members.
  - b. A letter of approval/denial from the AAOA Board should be sent to the owner(s) within 30 days of receipt of the plans. A copy of the letter should be retained for the official AAOA record.
  - c. In an effort to aid the lot owner(s) construction schedule, notification via telephone or e-mail, of the approval/denial should be made if possible.
  - d. If the submitted plans are denied, every effort should be made to discuss the construction plans and specifications with the lot owner(s).
7. To help expedite the review process, all owner(s) should review the AAOA protective covenants and the specific provisions that apply to their proposed construction or improvement project.
  8. The ARC and AAOA Board provides the following check list to help owners make sure they have submitted all of the necessary details of their proposed construction project and have allowed enough review time prior to their construction starting date.

## **Checklist**

Please review the covenants to make sure your request is within the guidelines of what is allowed

- Covenants are posted at [www.neighborhoodlink.com/centennial/alconquinacres](http://www.neighborhoodlink.com/centennial/alconquinacres)
- Please allow up to 30 days for your request to be reviewed. Many times the AAOA Board is able to provide a written response within 2 or 3 weeks.
- Please include the date, your name, address and phone number, a drawing of your lot to indicate your proposed construction
- Please include a picture or drawing of the proposed project and include details about the materials to be used
- All outdoor construction of any kind must be reviewed via the ARC process before construction begins
- ARC requests can be hand delivered to the AAOA mailbox on the brick wall of the front porch at 6555 S Jordan Road
- The AAOA Board encourages you to obtain the proper city and/or county permits if your project has been approved.

**In the event that this document has not been updated, please visit  
[www.neighborhoodlink.com/centennial/alconquinacres](http://www.neighborhoodlink.com/centennial/alconquinacres)  
for the most current address to submit construction plans to  
and for any revisions of this policy as adopted by the AAOA Board.**