

# **Cranberry Estates Subdivision Association**

## **Architectural Control Committee Approval Procedure**

- I. PURPOSE AND OBJECTIVE:** To provide a consistent procedure in reviewing architectural control submissions
- II. POLICY STATEMENT:** Pursuant to Articles VI and VIII of the subdivision Covenants, Conditions, and Restrictions, the architectural committee shall review and approve or deny all new structures erected, installed, placed, or maintained upon any Lot within the confines of the subdivision. The Architectural Committee shall do so within 10 business days of receiving request for approval. The purpose of this policy is to document the procedure that shall be followed by the Architectural Control Committee.
- III. PROCEDURE:**
  - A. Any resident requesting approval of plans for a new structure (as defined in the CCR's) shall submit them in person to a Board Member, the subdivision PO Box, or via the subdivision E-mail address ([CranberryLakeEstates@hotmail.com](mailto:CranberryLakeEstates@hotmail.com)). The preferred method is via the subdivision E-mail address to facilitate communications between the Architectural Control Committee or alternately Board Members.
  - B. The Board member first receiving the documents shall immediately forward them to the Board Member who serves as the head of the Architectural Control Committee.
  - C. The Board Member serving as/on the Architectural Control Committee shall circulate the documents amongst the current members of the Architectural Control Committee. One Board Member shall be a de facto member of the Architectural Control Committee who shall be selected by a majority agreement of all elected Board Members.
  - D. If the Board Member serving is the only standing member of the Architectural Control Committee then he/she shall review the documents and circulate them amongst other current Board Members for comments.
  - E. An approval or denial shall be based on comments from either Board Members or Architectural Control Committee members, if so appointed. The Board Member serving shall be the sole determinant for final approval or denial.
  - F. The Board Member serving shall issue an approval or denial letter within the period specified in the CCR's. The denial letter may contain a request for additional information.
  - G. Pursuant to the Article VI of the CCR's, the committee may charge a review fee not to exceed \$250.00 exclusively for reimbursing actual expenses incurred in the reviewing of a submission. The amount requested shall not exceed the actual costs of services contracted on behalf of a particular submission.
  - H. Any ruling by the Architectural Control Committee may be appealed to the full Board of Directors. The Board of Directors shall have 45 days to approve or deny the appeal.

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I. The Architectural Control Committee may deem to grant a waiver to a structure not formally meeting the guidelines set forth in the subdivision CCR's if it deems that the structure considered is in keeping with the overall look, feel, and aesthetics of the subdivision. Any waiver granted shall be considered a one-time waiver and future waivers for similar projects may or may not be approved by decision of the Architectural Control Committee.

J. A sample approval letter follows:

Date of Transmission

Resident's Name

Street Address

Commerce Township, MI 48382

Project Description: Deck Addition

Dear Mr. and Mrs. (Resident),

Permission is hereby granted by the Cranberry Estates Homeowners Association Board of Directors to proceed with the deck project at the above referenced address contingent on meeting the requirements outlined below.

Your project must remain in compliance with the plans submitted to and approved by the Board and all applicable restrictions specified in the Cranberry Estates Declaration of Covenants, Conditions, and Restrictions, commonly referred to as the CCRs. The Board has reviewed your application only for aesthetics and compliance with the general look and feel of the neighborhood. The Board makes no claims, nor takes responsibility, for any issues regarding the structural integrity, materials used, or engineering of the proposed design.

Please pay particular attention to the requirements of Article VI of the CCRs. Please also note that streets and sidewalks must be returned to pre-construction condition upon the completion of your project. Your plans must be approved by all relevant governmental authorities and municipalities including, but not limited to, Charter Township of Commerce.

We sincerely appreciate your cooperation and wish you good luck on what we are sure we will be a beautiful addition to your home.

Sincerely,

Board of Directors

Cranberry Lakes Homeowners Association