

# *VGC Rules and Regulations*

## **#02 Village Homeowner Change Request**

If a homeowner would like to make an exterior change to their property in the form of front yard landscaping, or an addition, or modification, they will need to follow the formal process set forth in the governing documents. The Villages Review Committee will review their proposed changes and determine whether they are consistent with set guidelines.

Requests for architectural variances—changes that would constitute a departure from the stated criteria in the guidelines— are normally not permitted. However, the governing documents or city codes may provide for variances in extraordinary circumstances or cases of severe hardship. Depending on details of the request, the application for variances may be similar as a simple change request, but should generally follow the same review process as follows:

1. Typically, the process consists of the homeowner notifying the Architectural Review Committee ([villagesARC@gmail.com](mailto:villagesARC@gmail.com)) of a desired request. Upon receipt the homeowner will be contacted by ARC and necessary documentation will be discussed. This documentation will likely include a description of the property and details of the proposed project, such as specifications (materials, shapes, professional plans) and work schedule. Additional requested specifics may also include a list of documents to be submitted including copies of architectural plans, permits, and surveys. The request may consist of an email, printed request form, or simply a written letter from the homeowner to the review committee containing the requested information.
2. Committee Review - Pursuant to its operational rules and fiduciary duties to the association, the review committee will review the request for compliance with set guidelines. If the governing documents permit variations in certain circumstances, the architectural review committee will review the plans to determine whether the proposed changes meet the required standard.
3. Decision – Most Requests can be approved by ARC, however some requests may need to be approved by the Master Board of Directors. Decisions are Final, fines may be imposed on homeowners for violation of ARC decisions, and can be issued in accordance with a fine schedule. The CC&Rs set forth a time frame within which the ARC and/or Master Board must render a decision on a homeowner’s application.