

ELKHORN HOMEOWNERS ASSOCIATION (HOA)

ARCHITECTURAL CONTROL COMMITTEE PROCEDURES

Always refer to the current Declaration of Covenants, Conditions and Restrictions ("CC&Rs"), as recorded and also posted on the Elkhorn HOA website ([click here](#)), before planning to improve your lot in the Elkhorn HOA, as **any dwelling house or other structure of any kind, including fences and gates, as well as renovations, remodeling or alterations to an existing structure** requires approval of the Elkhorn HOA Architectural Control Committee (ACC) and payment of road impact fees. The CC&Rs contains the specific procedures to be followed and supersedes anything in this brief overview. This overview is designed to provide a simple, easy-to-understand outline of the process.

Step 1 (The Application): Submit plans and specifications, in writing, to the ACC. The link for contacting the ACC is acc@elkhornhoa.com. In order to ensure timely receipt, review and processing of your submission, please use this email. The plans and specifications must be specific in nature as to design, colors, materials to be used, and location on the lot.

Step 2 (ACC Initial Response): Within thirty (30) days the ACC will contact you with either approval of the Application, denial of the Application, or a request for more information concerning the contents of the Application. This contact will be in writing and may be communicated by electronic means. The Application is not deemed complete for review until all additional information requested by the ACC, if any, has been provided.

Step 3 (ACC Decision): Once the Application is complete, the ACC will render its decision within thirty (30) days of completion of the Application and will notify you of any applicable impact fees that need to be paid. Impact fees, as of November 16, 2022, are \$3,000 per house and \$1,500 per additional structure. The ACC's decision will be in writing and may be communicated by electronic means. The ACC's decision will be determinative of any impact fees applicable at the time of approval.

Step 4 (Construction): Once the Application is approved, construction must commence within one (1) year of approval or resubmittal of plans is required. The exterior of a construction must be completed within eighteen (18) months of commencement or additional impact fees may be required.

Again, if you have any questions concerning the requirements or procedures to be followed, the provisions of the recorded Declaration of Covenants, Conditions and Restrictions govern.