

SHEARWATER  
ARCHITECTURE COMMITTEE PROCEDURES

Objectives of this document are to ensure that:

- Shearwater unit owners have all the necessary information for preparing architecture change requests
- The process for submitting requests, making decisions, and appealing decisions is clearly documented and published
- Unit owners receive responses to their requests in a timely manner
- All change requests, decisions & responses are tracked and logged by the Management Company
- Copies of all requests, decisions and responses are maintained in the Management Company's unit files, along with appeals and notifications if they occur
- Architecture violations are reviewed and addressed appropriately

Responsibilities of the Unit Owner, the Architecture Committee (AC), the Management Company (MC) and the Board of Directors (BOD) are outlined for Guidelines & Reporting, and Change Request Processing.

#### UNIT OWNER

##### Guidelines and Reporting:

1. Refer to the By-Laws and the Rules & Regulations as needed to understand the policies and procedures related to submission, review, decision and appeal of architecture change requests.
2. Read the Architecture Change Request Guidelines to understand the types of changes that may be approved.

##### Change Request Process:

1. Prepare architecture change requests along with the requested plans, specifications and backup materials and submit two copies: one to the AC and one to the MC. Note: any change request must be signed and submitted by the Unit Owner, unless they have designated an Authorized Representative to act on their behalf and this authorization is on file with the MC. The owner's name must be written on the form. If the Unit Owner wants to give a tenant the authority to work with the AC to implement a specific change request after it's submitted, they may indicate that on the form.
2. If a change request is denied by the Architectural Committee and you wish to appeal, send a letter to the BOD requesting an appeal within 10 days of the denial.
3. Note: if no decision is received within 60 days of the request, the request is deemed approved.

#### ARCHITECTURE COMMITTEE

##### Guidelines and Reporting:

1. Document the current Architecture Change Request Guidelines (based on change requests approved to date) to be referenced in the Rules & Regulations and posted on the website.

2. Maintain the file of samples/brochures/options/styles/colors/manufacturers for each item (e.g. doors/windows/shades/deck fans/etc.) approved to date.
3. Investigate additional suppliers/products/options as needed.
4. Include in the AC monthly report to the BOD any change requests, decisions and issues for the preceding period; present recommendations for new options to add to the Guidelines.
5. Identify any discrepancies in the MC change request log.
6. Conduct a walk-through in the community four times a year to identify possible violations and recommend appropriate action for discussion with the BOD.
7. Establish the process and time line to be followed in the event of non-compliance with violation notices, including first notification letter, second notification letter, and notice of fine.

#### Change Request Process:

1. Review each change request received from a unit owner and either approve or deny it.
2. Email the decision to the MC within 30 days or less of receipt of a change request.
3. Maintain files of the change requests for each type of element.
4. Review with the BOD their recommendation (either approval or denial) for any change request that is not addressed in the Architecture Change Request Guidelines.
5. Update the Guidelines when an additional option is approved.

#### MANAGEMENT COMPANY

#### Guidelines and Reporting:

1. Keep a copy of all documents related to change requests in the relevant unit file.
2. Maintain a log of these documents including receipt and response dates.
3. Send the updated log to the AC and the BOD prior to each Board meeting.

#### Change Request Process:

1. Receive from the unit owner and date/time-stamp each change request; verify that the AC has also received a copy of the request.
2. Document each request in the change request log and file it in the relevant unit file.
3. Receive the decision made by the AC; date/time stamp if not via email.
4. Add the information to the change request log; put the decision document in the unit file.
5. Send a formal response letter on behalf of Shearwater to the owner within 5 days or less informing them of the change request decision.
6. Send the first notification letter in case of violation or non-compliance as directed by the AC or the BOD. If the unit owner does not comply within the agreed time frames, send the second notification letter and the final fine letter.
7. Add the information to the log, and put it in the unit file.

#### BOARD OF DIRECTORS

#### Guidelines and Reporting:

1. Review, comment as needed and approve the Architecture Change Request Guidelines as a baseline.

2. Review, comment as needed and approve AC recommendations for new options to add to the Guidelines, or for denial of a change request.
3. Review and discuss the AC report and the MC change request log at monthly condo meetings; address issues as requested.
4. Work with the AC to determine appropriate action for architecture violations as requested.

Change Request Process:

1. Conduct a review of any unit owner appeal that is received and determine the appropriate response.
2. Monitor the three-stage notification process conducted by the MC in the event of architecture guideline violation.