

# CLUB SCOTTSDALE CONDOMINIUM ASSOCIATION ARCHITECTURAL COMMITTEE PROCEDURES

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## Architectural Committee Design Review Process:

1. Prior to a Homeowner making any modifications which change the exterior appearance of their lot that can be seen from the street or any of the common areas, a Homeowner is required to submit a Design Review Application to the Management's Office at 16625 S Desert Foothills Pkwy Phoenix, AZ 85048. The Architectural Committee then has up to **(45) days** once it is received to act on the application.
2. The Management Company will forward all current and complete applications to the Architectural Committee Chair for them to review.
3. The Architectural Committee meets when there are applications to review. Once the Committee reviews an application they will make a decision to either approve, approve application with conditions, or disapprove the application.
  - **For Approvals** - The Committee will send the application to the Management Company for those that are approved without conditions and the Management Company will mail the approval notice to the Homeowner. The original will be kept in the Homeowner's lot file.
  - **Approvals with Conditions** - The Committee will send the original application with conditions to the Management Company; they will then mail the approval with conditions to Homeowner for the Homeowner follow through. The original will be kept in the Homeowner's lot file.
  - **Disapprovals** - The Committee will send the original application to the Management Company with reason(s) for disapproval; the Management Company will then mail the disapproval to the Homeowner for Homeowner notification purposes.
4. For Disapprovals and Approvals with conditions, the Homeowner, if in serious disagreement or belief that there are conditions that warrant special consideration, does have the option to appeal the decision. A request must be submitted in writing to the Board with the Application to be reconsidered. Please mail to 9633 S 48<sup>th</sup> St Ste 150 Phoenix Az 85044
5. Projects for which approval has been granted must be completed in a timely manner. A project completion date is required on the Application. If additional time is required to finish projects, an extension request is available and is listed on the second page of application.
6. For Disapprovals and Approvals with conditions, the Committee will create a log to determine appropriate time for a follow up inspection to verify that conditions have been met. This will be accomplished by a non-invasive inspection after the completion date.

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Managed by: **VISION COMMUNITY MANAGEMENT**

16625 S Desert Foothills Pkwy Phoenix, AZ 85048 • (480) 759-4945 • (480) 759-8683 FAX  
EMAIL: clubscottsdale@wearevision.com WEBSITE: www.wearevision.com