

SILVER BEND HOMEOWNERS ASSOCIATION

RECOMMENDED PROCEDURES FOR REVIEW OF ARCHITECTURAL CONTROL COMMITTEE APPLICATIONS

1. All ACC applications should be submitted to Premier Community Managers (PCM) for proper date stamping and logging in of application.
2. PCM will immediately mail received ACC applications to the ACC Chairperson or whom ever is designated by the Silver Bend Board of Directors (BOD). Such designation shall be designated in writing to PCM or be placed in the BOD meeting minutes. In the absence of such designation, PCM will mail the application to the BOD President for disposition.
3. In accordance with the **Declarations of Covenants, Conditions and Restrictions of Silver Bend, Article V, Architectural Control**, the ACC has a time limit of thirty (30) days to make a decision and notify owner from the date the application is received by the Association or its agent, PCM.
4. The ACC will schedule properly noticed ACC meetings in accordance with Florida Statute 720.303 and will keep minutes of such meetings that shall be a permanent record and in accordance with Roberts Rules of Order.
5. The ACC will be responsible for making decisions on all ACC applications and will notify the owner or whoever has submitted the ACC application within the stated thirty (30) days of the original date of receipt of such ACC application of the ACC approval, denial or request for additional information.
6. In the case of denial of an ACC application, the designated ACC person calling or otherwise notifying the owner will inform such owner of their appeal rights. Such appeal will be to the Silver Bend BOD and must be in writing. ACC members who have voted on the original ACC application will be denied the opportunity to vote during the appeal process due to a conflict of interest or other stated reasons.
7. ACC will sign the application in all places designated for ACC member approval or denial.
8. ACC will then return the application and all backup information to PCM via regular mail or hand-delivery.
9. PCM will make a copy of the signed ACC application and return the copy to the property owner along with a letter stating the ACC application has been approved or denied.
10. PCM will file the original copy of the ACC application in the owners file.