

CHIMNEYHILL-AUSTIN HOMEOWNERS ASSOCIATION
8701 CHIMNEYHILL BLVD. AUSTIN, TEXAS 78754

ARCHITECTURAL CONTROL COMMITTEE PROCEDURES

1. a. Upon knowledge of work being completed, the ACC and/or President shall immediately inform the management company to immediately mail the form letter "Alterations Made" [CHACCLT9.WPS/2003] with a "Notice of Paint/Alteration" form [CHACCLT11 .WPS/2003] enclosed.

b. Upon verbal or written notification from a homeowner to the ACC, board member, or officer of intent to paint or alter the exterior of a townhome, the management company shall be informed immediately. Upon management company notification, a "Notice of Intent" form [CHACCLT5.WPS/2003] shall be immediately mailed to the homeowner by the management company.

c. Upon knowledge of work being commenced, the ACC and/or President shall immediately inform the management company to immediately mail the form letter "Begun Improvements" [CHACCLT1 .WPS/2003] with a "Notice of Intent" form [CHACCLT5.WPS/2003] enclosed.
2. a. Upon receiving no response from the homeowner within the specified time. the management company shall immediately mail the form letter "No Response" [CHACCLT10.WPS]. The management company shall keep a "tickler" file and be responsible for timely action.

b. Upon the appropriate "Notice" form being received from the homeowner, the ACC shall insure one of the following forms is mailed within thirty (30) days:
 1. Incomplete information [CHACCLT6.WPS/2003],
 2. Approval [CHACCLT7.WPS/2003], or
 3. Denial [CHACCLT8.WPS/2003].
3. All submissions to the ACC shall receive a reply [2.b.1, 2.b.2, or 2.b.3 herein] within thirty (30) days.

4. Any request or notice denied may be appealed in writing within thirty (30) days by the homeowner. (Two (2) appeals maximum)
5. Upon request approval by the ACC, the "AGREEMENT" [CHACCLT4.WPS/2003] shall be signed by the appropriate parties.

NOTE: THE MANAGEMENT COMPANY SHALL SEND STAMPED SELF-ADDRESSED ENVELOPES WITH ALL LETTERS, NOTICES, AND/OR FORMS TO ENCOURAGE COMPLIANCE.