

*Navajo Ranch Homeowner's Association
Architectural Control Committee Protocol
As of August 31, 2018*

Chairman: Randy D. Wilson

Vice Chairman: Frank Pierce – Acts in Chairman's absence

Committee Members: Randy Wilson, Frank Pierce, Clyde Burrows, Eddie Ray, Marlene Sassaman

1. **Requests by potential home owners for covenant information-** Provided by any ARC member or NRHOA Board member.
2. **Inquiries and request for ARC permit forms** – referred to and provided by the ARC Chairman (As inquiries are made, pertinent information will be logged on to the “plan review data sheet” and distributed to ARC members.) The Vice Chairman will provide forms in the Chairman's absence.
3. **Meeting time and dates** to be set by the ARC Chairman. Times and dates as agreed upon with ARC members. **Meetings to be scheduled on an “as needed basis”, when plan review is requested.** Special meetings can be called upon homeowner request.
4. **Plan review** – A minimum of (2) ARC members are required for plan review and such review will be at a regular meeting unless a special time is requested by the home owner. **Submitted plans must be accompanied by a completed architectural approval permit form.** At least (2) members will sign off for initial approval. At least (2) members will sign off on final approval. This is to avoid any appearance of impropriety. *House plans will be returned to or picked up by the owner. However, a record will be kept of the manufacturer & model of manufactured/modular homes and if site built, the architect and or plan designer, should future reference to plan documents be required.*
5. **ARC Forms** – The Chairman is to retain current copies of all forms and such copies will be provided to ARC members when requested. Updating of forms will be on an ongoing basis and ideas / suggestions can be submitted by any ARC member at any time.

The objective of this protocol is to provide consistency and continuity in the dissemination of information to the homeowner, such that a prospective homeowner does not receive conflicting or contradictory information *from different people*. This will present the ARC and the NRHOA as serious and credible entities to the community. An awareness and acceptance of these facts by the home owner will also serve to ensure and enhance the stature of the Navaho Ranch community. This will also lead to a more cohesive relationship between the Navajo Ranch East (Estates) and Navajo Ranch West (Resorts). Individual references to these entities will be diminished over time, such that our community ultimately becomes one (1), that being **Navajo Ranch**. This is consistent with previously stated goals agreed upon at a NRHOA. With this thought in mind, **it is no longer a requirement that an ARC member be from each “Filing”, as members of the ARC represent our total community, that being Navajo Ranch.**

Respectfully submitted,

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