



ACC PROCESS

The Architectural and Control Committee (ACC) is given its authority by the Covenants, Conditions, and Restrictions (CC&Rs), a copy of which you received when you purchased your Mountain Gate property. When each of us took the title on our home, we agreed to abide by the rules outlined in the CC&Rs. The goal of the ACC is to maintain the beautiful environment which attracted us to this area, and to maintain property values for the entire community. The purpose of this letter is to provide you with information about the ACC.

As our neighborhood enters its second decade, repair, replacement, and improvement construction projects will occur with increasing frequency. The role of the ACC is to review and approve/disapprove plans for designs, construction, or alteration of all exterior improvements built within Mountain Gate as outlined in the CC&Rs, including those occurring in the front, side, or in the back of the home. Therefore, please remember that any plans for improvements must be approved by the ACC prior to the start of the changes requested.

To gain approval, the homeowner should:

1. Contact a member of the ACC via phone, e-mail, Association website, letter, or personally.
2. Submit a detailed plan as to what improvement will be made. Simple projects (example: repainting the exterior of the home the same color) may need only a text description; large projects (example: a fence or additional room) will need complete documentation (i.e. drawing).
3. The ACC member will then contact the remaining members of the ACC to review the request by the homeowner.
4. The ACC shall then vote either via e-mail, in person, or phoning the ACC member originally contacted by the homeowner. If the request is approved by majority vote, a written notice via e-mail shall be sent to the homeowner and to the Board of Directors.
5. If the ACC disapproves the request, the ACC shall send a written explanation outlining why the request was disapproved. The homeowner can appeal the decision directly to the Board of Directors (contact the President of the board).
6. The ACC has 15 days to notify the homeowner of their decision.

Please note that you may also need a Building Permit. These are obtained by submitting an application through Washington County Building Services, 503-846-3470. ACC approval DOES NOT substitute for obtaining a building permit from Washington County when needed, just as obtaining a building permit DOES NOT substitute for approval of the homeowner's plan for improvement from the ACC.

Thank you for your cooperation.