



Start

Graham collects project request from homeowner

Graham verifies application for completeness, supporting documentation

Is application complete (Y/N)

Forward application and supporting material to ACC for review

ACC members review application

Is further information on application necessary (Y/N)

Determine application compliance to Deed Restriction and mission intent of ACC Role

Has 1 or more ACC member flagged issue (Y/N)

Forward approval to Graham

Graham forward approval to Homeowner

Graham retain all application supporting documentation along with approval from ACC for record

End Process

Seek further necessary information from homeowner

Consider assigning an ACC Member to meet with homeowner if beneficial to expediting project request

ACC to meet and take majority consensus on approving or rejecting the request identifying why, if a deviation can be made, alternative solution that could be accepted if project request was modified

Back to start

Direct request for further information via Graham via homeowner

Graham retain all application supporting documentation along with rejection explanation for providing to Board if necessary for appeal process

Send written explanation to Graham on cause for rejection or deviation and possible remedy if any

Draft formal response of ground for rejection & in the case of deviation for distribution to Graham Management and Board Liaison

Graham send rejection notice to homeowner and invite them to discuss alternative solutions with ACC delegate

Homeowner decide if they want additional input from ACC or simply appeal rejection with Board

End Process

Appeal process Board must take action within 30 day

Homeowner decide if they want to submit new application, drop idea, or appeal original

End Process

Homeowner meet with ACC delegate

ACC delegate record notes from Meeting summarizing discussion and potential remedies identified for re-submission and submit to ACC members, Graham Management and Board Liaison