

Villas West Operating Procedures

Architectural Alteration Process

Procedure No:..... **VWOP01**
Issue Date:.....7/30/01
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Revision Level:.....E
Board Approval Date:.....5/20/08
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Scope:

This procedure outlines the steps necessary to ensure a high degree of confidence that the Architectural integrity of Villas West is maintained thus protecting property values and promoting harmony to benefit all Unit Owners.

Procedure:

- I. Any alteration to the exterior, any structural alteration to the interior, any interior alteration which would be visible from the exterior of a building or alteration to any of the common elements, including but not limited to pipes, heating and cooling systems, vents, wiring conduits, or plumbing within the walls, must be approved by the Architectural Committee and the Board of Directors.

- II. Exception: In the interest of expediting the Architectural Alteration Process, the Villas West Board of Directors has “pre-approved” the installation or alteration of some specific, routine items. If the Architectural Alteration Application is for any of the pre-approved items, the Architectural Committee may recommend the immediate start of work provided the items meet the criteria set forth in the CC&R’s and Rules and Regulations. Any pre-approved alteration will be noted at the next scheduled Board Meeting and will be overseen by the Architectural Committee. The pre-approved items are:
 1. Re-roofing Sheds
 2. Installation of Metal Storm Doors
 3. Installation of Wrought Iron Security Doors, Gates and Railings
 4. Installation of Wooden Patio Gates
 5. Installation of Door Viewers
 6. Installation of Sun Solar Screens/Vinyl Bamboo Blinds
 7. Installation of Rain Gutters on Shed Roofs
 8. Installation of Roof Mounted Satellite Dish
 9. Enlarging Back Porch
 10. Installation of Portable Water Softener
 11. Installation of Skylights
 12. Installation of Replacement Windows
 13. Installation of Tan or Brown Paint/Tile on Back Porch

- III. All Architectural Alteration Applications, whether approved or denied, will be posted and tracked on the Architectural Alteration Application Log.