



The Fairways at Fieldcreek Ranch
Homeowners Association, Inc.

**ARCHITECTURAL COMMITTEE
PRE-CONSTRUCTION MEETING &
COLLECTION OF CONSTRUCTION FEES/DEPOSITS**

Representatives of the Architectural Committee shall meet with property owners prior to submittal of their construction plans for the purpose of assisting them with filling out the proper forms and to collect fee(s) and refundable construction deposit(s). A construction packet shall be provided to the property owners prior to the pre-construction meeting.

This meeting shall also be used to inform the property owners and contractor of the responsibilities of each party during the construction phase of the project and the requirements that must be met for final approval and return of the construction deposit(s).

Any refundable construction deposit(s) received by the Architectural Committee shall be refunded to the property owners who submitted the original deposit. Upon completion of the construction project and final approval of the project by the Architectural Committee, the deposit(s) will be refunded.

If for any reason the property is sold or the property is foreclosed upon prior to the completion of the project, the new property owners will be required to resubmit plans for approval of the project and complete a pre-construction meeting with the Architectural Committee. At this meeting new construction deposit(s) and fee(s) shall be collected from the new property owners. When the new construction deposit is received, the construction deposit(s) placed by the original property owners shall be refunded.

The construction packet shall include the following forms:

- Instructions for Project Approval
- Architectural Rules
- Project Submittal Form
- Notice of Information to Buyers
- Contractor Rules & Regulations
- Construction Deposit & Fee Agreement
- Color/Material Approval Form

This policy was duly adopted by the action of the Architectural Committee on November 20, 2012 and the Board of Directors on December 10, 2012. It shall be effective as of February 1, 2013 and replaces all previous versions.

Attested by: Mike Vonada, President

Community Manager:

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