

# Prairie Trace Homeowners Association

## Architecture Approval Procedure

Subject: Architecture Approval Form Approval Process

Approved by vote on: December 3, 2023

### Purpose

The purpose is to identify and publish a PTHA Procedure for the Architecture Committee in helping with the decision process of reviewing requests as described in PTHA Covenants. As stated in PTHA Covenants, keeping home values above average is an important purpose of our HOA. This value, and not personal preference of committee members, should be the deciding factor in approvals/denials of the Architecture Committee. This procedure outlines how the Architecture Committee can achieve this without personal preference interfering.

### Scope

This policy covers every submitted Architectural Approval Form received by PTHA, through digital submittal at [www.prairietracehoa.com](http://www.prairietracehoa.com) or via USPS mail.

### Procedure

Once an Architecture Approval Form has been submitted to PTHA, they are generally categorized into one of 3 groups:

**1) Replace or repair with like materials and color.** These requests generally receive approval. A response should be expected within 7-10 days. Possible exceptions are when previous changes were not approved and so keeping with like materials and color are not a good fit for our neighborhood. In this instance, it may actually be in group 3.

**2) Change or improvement using commonly acceptable industry colors or materials.** Architecture Committee members may vote quickly to approve or may follow up with questions for clarification. This category is usually voted on and approved relatively quickly. Exceptions may follow group 3 procedures.

**3) Radical or Unusual Requests.** The Architecture Committee may have many questions and conversations needed before a vote. If there is any question of conformity, property values, or even conflicts with common personal preferences, the following step should be taken:

- Request 2 or more local Realtors to review the changes stated in the Architecture Approval Form. Are the changes likely, possible or not likely to harm property values. The Architecture Committee will review the Realtors' responses and at their discretion, request more professional opinions or vote to approve or deny. In general, changes likely to harm property values will be denied. Changes that could possibly damage property values should be denied or updated with cooperation with the property owner until they will not likely harm property values. Changes not likely to harm property values will be voted on at the discretion of the Architecture Committee members, but in general should be approved unless there is a compelling reason to deny it.

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### **Notable Circumstances**

**Automatic Approval** – Covenants state that no response to a Architecture Approval Form within 30 days is considered an automatic approval. Any response other than approval from the Architecture Committee to the home owner (eg: requesting more information) should be considered a denial of the request. Successive communications from home owner answering committee questions will be considered a new Architecture Approval request and will start over the 30 day approval timeline.

**Expedited Approval** – If members have an emergency or need to expedite the decision, they may contact the Architecture Committee Chair directly via phone (contact info at [www.prairietracehoa.com](http://www.prairietracehoa.com) under board members). The Committee will expedite their decision if possible.

**Post-Construction Requests** – When members start or finish unapproved work, PTHA may request an approval form. The same approval process will be followed. This is to stop work that may possibly be denied. Secondly, if approved, the home owner will be protected from future complaints.

**Solar Panel Requests** – All Solar Panel requests are currently approved or denied based on visibility. In keeping with standard rules for HOAs in our region, no solar panels will be approved on the front of a home or mounted in the yard. Furthermore, no panels should be seen from anywhere on the roadway while passing a home.