

ACC APPLICATION PROCESS

WhiteOak Shores member must have an approved ACC application for all projects before the start of the project. The following are the steps required to complete the process.

1. Member must obtain an application from the Management office. This form is also available on the Association's website.
2. Member will complete the application and return it to the Management Company
3. The Management Company will request approval of a quorum of the ACC provided that the member is current on all dues. If member is not current, Management Company will notify the member that the application has been automatically denied.
4. Upon approval by the ACC, the Management Company will notify the member that they may proceed with the project.
5. All approved projects must be completed within 30 days of approval.
6. A member of the ACC will give the orange card of the application to the member along with one of the ACC approved signs.
7. It will be up to the ACC committee to assist the Management Company to follow the project through to completion.
8. Once the project has been completed, member will return the orange copy to Management Company who will verify that the work is completed and sign off completion of the project.

Any owner who does not get proper approval PRIOR to commencing any project will be fined \$250.00. If any repeated violations of this policy/process occur, the owner will be fined \$500.00 per incident. All fines are subject to all available collection processes allowed by law.

This policy is adopted at the Board of Directors meeting of August 23, 2014 and approved by a majority of the quorum present of the Board of Directors, having authority to make such resolutions on August 23, 2014. This policy will go into effect on September 15, 2014.

BY:

Edwin Ramsey 13/Sept/2014

Secretary

ATTESTED

Neil Lamm