

BOARD POLICIES

West Meadows Estates
Homeowners Association Inc.

Exterior Color and Finish

Policy 406

Effective: September 11, 2018

By: 
Mike Eastlund, Board President

1. PURPOSE

Provide requirements for maintenance and application of exterior decorative surfaces.

2. PERSONS AFFECTED

Property owners, residents of properties, Board members, officers and employees of the Association.

3. REFERENCES

Plan Review Policy 405

4. DEFINITIONS

- 4.1. Earth Tone: A color scheme that draws from a color palette of browns, tans, greys, and greens. The colors in an earth-tone scheme are muted and flat in an emulation of the natural colors found in soil, moss, trees and rocks (WIKIPEDIA).
- 4.2. Accent Color: Colors that are used for emphasis in a color scheme and need not be an earth tone.
- 4.3. Display Sample: A 2'x2' painted sample of a color on the sunny and shaded sides of a house.
- 4.4. Property File: A file maintained of all correspondence for a property.
- 4.5. Exterior Decorative Surface: Includes all materials & paints placed on the exterior roof and sides of a structure.

5. POLICY

- 5.1. Plans for all exterior decorative surfaces must be reviewed by at least two Architectural Control Committee (ACC) members and include one Board member.
- 5.2. All exterior paint finishes shall be semi-transparent or solid color stains in earth-tone colors unless otherwise approved by the Architectural Control Committee (ACC).
- 5.3. Accent colors are limited to entry doors, shutters, but not larger areas such as house body, gables or primary trim.

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- 5.4. First-time application or changes in color or materials of exterior decorative surfaces require approval from the ACC.
- 5.5. Plans for exterior decorative materials used for roofing, siding or masonry must be illustrated by picture, and if requested by the ACC, the actual materials.
- 5.6. Choices for a new or different exterior color must be presented to the ACC via a display sample on the structure.
- 5.7. Regardless of selected color, any shapes such as stripes, checker board, stars, or other shapes in an exterior color plan shall not be approved.
- 5.8. When specific requirements are not identified within the CC&R document or policy, the ACC shall provide interpretation and direction for exterior decorative surfaces.
- 5.9. A rejection of an exterior decorative surface by the ACC can be appealed to the Board. Any appeal to the Board is not constrained by the thirty (30) day requirements for approval.
- 5.10. If the property owner uses an exterior paint color scheme that is not approved by the Board, the property owner must repaint in a time frame established by the ACC and enforcement actions.
 - 5.10.1. Enforcement actions will follow procedures established in the CC&R standards Policy 201.
- 5.12. A record of all architectural review information will be preserved in the property file.
- 5.13. All exterior decorative and/or painted and stained surfaces must be maintained free of rot, mold, splitting and or cracking, mismatched touch-ups, blisters, peeling and fading.

6. RESPONSIBILITIES

- 6.1. It is the responsibility of the property owner to request approval for exterior decorative surfaces in the accepted format per Board policy.

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- 6.2. It is the responsibility of all property owners to maintain exterior decorative surfaces.
- 6.3. It is the responsibility of the ACC Chairperson (designee) to cause a review of an exterior color approval request per policy.
- 6.4. It is the responsibility of the ACC Chairperson (designee) to request a special meeting of the HOA Board if an exterior color approval cannot be made within an appropriate time frame.
- 6.5. It is the responsibility of the ACC Chairperson (designee) to complete and forward review information to the person requesting the review within (30) days of a complete application.
- 6.6. It is the responsibility of the ACC Chairperson (designee) to record a copy of the request and response in the property file.
- 6.7. It is the responsibility of the ACC Chairperson (designee) to cause a final inspection to assure that exterior decorative surfaces are consistent with requested approval.

7. PROCEDURES

- 7.1. The property owner must submit a request for exterior color approval in the approved format via US mail or in person to a Board or ACC committee member.
- 7.2. The ACC Chairperson will cause a review of the request within thirty (30) days of receiving a request for an exterior decorative surface approval.
- 7.3. The ACC Chairperson (designee) shall notify the person requesting the review via electronic or US mail.
- 7.4. The ACC Chairperson (designee) shall notify the Board President anytime an approval cannot be provided within the specified time.
- 7.5. The ACC Chairperson (designee) shall initiate enforcement actions when necessary, consistent with the CC&R Standards Committee Policy 201.

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- 7.6. The ACC chairperson (designee) shall insure that all records regarding the review or enforcement processes are placed in the appropriate property file.