

BOARD POLICIES

West Meadows Estates
Homeowners Association Inc.

Exterior Color and Finish

Policy 406

Effective: 9-30-2024

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, emulating the natural colors found in soil, moss, trees, and rocks (WIKIPEDIA).
- 4.2. Accent Color: Colors emphasizing a color scheme are not required to be an earth tone.
- 4.3. Display Sample: A 2'x2' painted sample of color on the front side of a house.
- 4.4. Property File: A file maintained of all correspondence for a property.
- 4.5. Exterior Decorative Surface: All materials and paints placed on a structure's exterior roof and sides.

5. POLICY

- 5.1. A paint color plan must be approved by two Architectural Control Committee (ACC) members, including one board member.
- 5.2. All exterior paint finishes shall be semi-transparent or solid color stains in earth-tone colors unless approved by the Architectural Control Committee (ACC).
- 5.3. Accent colors are limited to entry doors and shutters but not larger areas such as house bodies, gables, or primary trim.
- 5.4. First-time applications 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 a picture and, if the ACC requests, the actual materials.

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- 5.6. Members choosing a new or different exterior color must display a sample on the structure for ACC review
- 5.7. Regardless of the selected color, any shapes, such as stripes, checkerboards, stars, or other shapes in an exterior color plan, shall not be approved.
- 5.8. The ACC shall provide interpretation and direction for exterior decorative surfaces
- 5.9. when necessary.
- 5.10. A member can appeal to the Board any ACC rejection of an exterior decorative surface. The appeal is not constrained by the thirty (30) day approval requirement.
- 5.11. If the property owner uses an exterior paint color scheme that the Board does not approve, the owner must repaint it within a time frame established by the ACC and enforcement actions.
- 5.12. Members must maintain all exterior decorative, painted, and stained surfaces free of rot, mold, splitting or cracking, mismatched touch-ups, blisters, peeling, and fading.
- 5.13. The custodian of records shall maintain a record of all architectural review information in the property file.

6. RESPONSIBILITIES

- 6.1. The property owner is responsible for requesting approval for exterior decorative surfaces in the accepted format per Board policy.
- 6.2. It is the responsibility of all property owners to maintain exterior decorative surfaces.
- 6.3. Per policy, the ACC Chairperson (designee) is responsible for reviewing an exterior color approval request.
- 6.4. The ACC Chairperson (designee) is responsible for requesting a special meeting of the HOA Board when a member requests an exterior color review in the required time frame.
- 6.5. The ACC Chairperson (designee) is responsible for completing and forwarding review information to the person requesting the review within (30) days of a

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completed application.

- 6.6. The ACC Chairperson (designee) is responsible for recording a copy of the request and response in the property file.
- 6.7. The ACC Chairperson (designee) is responsible for conducting a final inspection to ensure that exterior decorative surfaces are consistent with the requested approval.

7. PROCEDURES

- 7.1. The property owner must submit a request for exterior color approval in the approved format via electronic mail, US mail, or in person.
- 7.2. The ACC Chairperson will review the request within thirty as soon as possible but note more than (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 a review 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.
- 7.6. The custodian of records shall ensure that all documents regarding the review or enforcement are retained in the appropriate property file.