

AUTUMN WOOD HOA

Resident Improvement Application Process

Step	Owner	Name	Description	Average Days	Inputs	Outputs
1.0	Homeowner	RIA Generated	Homeowner desires to modify residence (or make improvement)		Description of work	RIA
2.0	Property Manager	Receive And Forward RIA	PM receives the completed RIA and forwards to ARC to start 'clock'	1	RIA	RIA
3.0	ARC	Review RIA	ARC reviews RIA for details	7	RIA	RIA, comments
3.1	ARC	P&S Okay?	Plans and Specifications acceptable; RIA completed correctly		RIA	RIA, comments
3.2	Property Manager	Request Add'l P&S	Return RIA to homeowner for additional P&S details	2	RIA, comments, request	RIA, comments, request
3.3	Homeowner	Resubmit RIA?	Homeowner receives the RIA and resubmits with requested details		RIA, comments, request	RIA, additional details
4.0	ARC	Recommend to BoD	ARC reviews details, prepares recommendation for approval, conditional approval, or position for denial	7	RIA	RIA, recommendation, conditions, position
5.0	Board of Directors	Board Approves RIA?	BoD receives recommendation or conditions and approves RIA for implementation w/wo conditions	1	RIA, recommendation, conditions, position	RIA approval, approval w/conditions, or denial
5.1	Property Manager	Return RIA to H/O	RIA not recommended for implementation	3	RIA, position	RIA, position
5.2	Homeowner	Appeal Ruling?	Homeowner appeals ARC ruling	30	RIA, position	RIA, position, appeal
5.3	Board of Directors	Conditional Approval?	BoD approves RIA for conditional implementation		RIA recommendation, conditions	RIA approval, conditions
5.4	ARC	Set Date for Project Review	ARC sets date to meet conditions	1	RIA approval, conditions	RIA approval, conditions
5.5	Property Manager	Advise H/O	PM generates acknowledgement letter to homeowner confirming project approval, or specifying conditions and collaboration date	2	RIA approval, conditions	RIA approval, conditions
6.0	Homeowner	RIA Approved	Homeowner has approved RIA and begins project		RIA approval, conditions	RIA approval, conditions
6.1	Homeowner	Extension Needed?	CC&Rs specify work must begin within 90 days AND must be complete within 180 days of approval. (CC&R 6.12 & 6.15)		RIA approval, conditions	RIA approval, conditions
6.1.1	Homeowner	Extension Request	Homeowner generates RIA Extension Request (RIAx) illuminating reasons	4		RIAx
6.1.2	Property Manager	Extension Received	PM receives the completed RIAX and forwards to ARC for consideration	2	RIAx	RIAx

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6.1.3	ARC	Extension Granted?	ARC reviews RIAX, prepares recommendation for approval, conditional approval, or position for denial	5	RIAX	RIAX, recommendations, position, conditions, extension
6.1.4	Property Manager	Return To H/O	Return RIAX to homeowner	1	RIAX, approval, position, conditions, extension	RIAX, approval, position, conditions, extension
6.1.5	Homeowner	Resubmit RIA?	Homeowner receives the RIAX and resubmits as a new request		RIAX, approval, position, conditions, extension	New RIA or RIAX
7.0	Homeowner	Work Begins	With an approved RIA (with extensions or conditions), homeowner begins improvement project		RIA, RIAX, approval, conditions, extension	RIA, RIAX, approval, conditions, extension
7.1	Homeowner	RIA With Conditions?	RIAs (projects) with conditions are subject to Project Review (on date established in step 5.4)		RIA, RIAX, approval, conditions, extension	RIA, RIAX, approval, conditions, extension
7.2	Homeowner	Work Continues	With an approved RIA (with extensions or conditions), homeowner continues improvement project		RIA, RIAX, approval, conditions, extension	RIA, RIAX, approval, conditions, extension
8.0	ARC	Project Review	ARC rep will visit site to confirm Conditional requirements are being incorporated into the improvement	5	RIA, RIAX, approval, conditions, extension	RIA, RIAX, approval, conditions, extension
8.1	ARC	Noncompliance?	Noncompliances identified will be communicated to the homeowner by the PM with details for correction	1	RIA, RIAX, approval, conditions, extension	RIA, RIAX, approval, conditions, extension, NOGO
8.2	Property Manager	Issue NOGO to H/O	PM issues a Notice of Noncompliance to homeowner that must be resolved before work is completed	1	RIA, RIAX, approval, conditions, extension, NOGO	RIA, RIAX, approval, conditions, extension, NOGO
8.3	Homeowner	Noncompliance Resolved?	Homeowner resolves the noncompliance satisfactorily		RIA, RIAX, approval, conditions, extension, NOGO	RIA, RIAX, approval, conditions, extension
9.0	Homeowner	Work Complete?	Homeowner completes improvement project		RIA, RIAX, approval, conditions, extension	RIA, RIAX, approval, conditions, extension
9.1	Homeowner	H/O Prepares NoC	Homeowner advises PM project is complete			NoC
9.2	Property Manager	Log RIA Complete & File	PM logs the RIA (RIAX) as complete and files RIA in Lot file	2	RIA, RIAX, approval, conditions, extension, NoC	RIA, RIAX, approval, conditions, extension, NoC
9.3	Property Manager	Copy of Complete RIA to H/O	PM provides homeowner copy of completed RIA for record	3	RIA, RIAX, approval, conditions, extension, NoC	RIA, RIAX, approval, conditions, extension, NoC