

Glen Cannon Architectural and Environmental Committee Policy and Procedure Manual

Committee Description

The Glen Cannon Architectural and Environmental Committee (A&E) is a standing committee established by the Glen Cannon Property Owners Association (GCPOA) and appointed by the Board of Directors. The committee and its responsibilities are defined in the entirety of sections A and B of the 2013 Unified Covenants and in Article VII of the GCPOA By-Laws. The A&E reports to the Board and establishes, monitors, evaluates, and enforces reasonable A&E community standards as outlined in the Glen Cannon covenants. The A&E committee is responsible for enforcing only those Glen Cannon covenant violations related to projects as defined in Sections A and B of the 2013 Glen Cannon Protective Covenants and as specified in these A&E policies and procedures. The A&E ensures these standards are followed uniformly throughout the Glen Cannon community. The standards, as written in the covenants, are meant to provide guidance for guide the size, style, and placement of new homes; significant home improvements, and any additional changes to properties such that the architectural qualities of each new home or project reflect the mountain environment that is Glen Cannon. From time to time the A&E will address environmental challenges at the direction of and in consultation with the GCPOA Board of Directors, that result in property damage that has impacted or could impact the community. The A&E will accomplish this responsibility and establish and follow these policies and procedures as they strive to enforce the covenants as established by the community.

Mission Statement

The A&E Committee will work in harmony with the GCPOA Board and members of the Glen Cannon community to successfully assist all property owners who contract to build new homes or seek to add improvements to their existing property by guiding them through the A&E administrative process required by the Glen Cannon covenants.

A&E Committee Members

- The A&E committee will consist of from three to nine property-owning, full-time residents of Glen Cannon.
- Ideally, the A&E will be made up of property owners from both the private and state road sections of Glen Cannon. If this is not possible, the A&E may continue to function without this mix of representation.
- A&E members must be in good standing with the GCPOA Board and be current on the yearly POA dues and if applicable, the yearly Private Roads fees.
- A&E members should ideally have a background in or demonstrate the ability to learn basic principles that relate to administration functions, elements of home construction, fundamentals of reading home blueprints and surveys, and a willingness to effectively work with people. Members are not expected to be experts in any of the fields mentioned.

- A&E members must have basic computer skills to work with Microsoft Office products (Word, Excel) and understand how to upload, download, create, and edit files.

A&E Committee Leadership

- The A&E will be led by a chairperson who is designated and approved by the GCPOA Board. The Chairperson will be responsible for the following activities:
 1. Conduct the business of the A&E while following the directions given by the Board.
 2. Enlist new members for the committee and recommend them to the Board for approval.
 3. Train and advise committee members regarding the operations necessary to effectively conduct committee business per the established policies, procedures, and covenants.
 4. Prepare reports to the Board that accurately reflect A&E activities. It may be necessary to present information to the Board or community from time to time.
 5. Delegate the business functions of the committee to other committee members as needed.
 6. Act as a contact for Glen Cannon property owners who are seeking answers to questions or wish to make a comment, suggestion, or complaint.
 7. Generate records adequate to make its reasoning and decisions clear upon review by the applicant or the Board of Directors.

Operating Procedures

The following procedures specifically outline the steps the A&E must follow to guide property owners through the project process from application to completion.

1. Identify a new project to be administered. Initial information may be made available to the A&E by the project property owner, other members of the community, realtors, or visual confirmation, among other sources.
2. Once a new project is identified and confirmed, contact is made with the project owner. This contact is meant to identify the type of project, the project timeframe, and the amount of the refundable application fee deposit, if required. If the project is a new home build, determine if the new home is being built on one of the private roads. If so, there is an additional non-refundable road impact fee that must be paid to the PRC along with the refundable application fee deposit paid to the GCPOA. If the project is an improvement to an existing home or property, determine the amount of the refundable application fee deposit and have the property owner complete the application.
3. For a new home build project, have the property owner complete the A&E form GCNHA. For a home or property improvement project, have the property owner complete the A&E form GCHIA (see both in the A&E Forms file).
4. Ensure the appropriate application has been completed, signed, and dated by the property owner. Additionally, ensure all required documentation has been included and the proper

refundable application fee deposit has been submitted. Note that the new home build application (A&E form GCNHA) typically requires considerably more detailed supporting documentation than the home or property improvement application (A&E form GCHIA).

5. Once all of the required documents have been collected including the refundable application fee deposit, (made payable to the GCPOA) and if applicable the non-refundable road impact fee (made payable to the GCPRC), conduct a review of the documents to ensure they follow the guidelines specified in the GC covenants. For new home builds, it is important to review setback distances (distance from property boundaries and right-of-way boundaries to the home structure), size of the home in square footage, number of stories to the home, location of functional systems and components such as water wells; gas tanks; driveways; fences; landscaping; and the plan for cutting down existing trees. This review is to ensure the planned home meets the requirements of the GC covenants.
6. If all documents are in order and the specifications meet the GC covenant requirements, you may approve the application and notify the property owner in writing that they are approved to begin their project. Use the template approval letter and fill in the appropriate name, address, and any specifics about the project. It is important to include the property lot number, street name, and street number (if available) in correspondence as a reference to the correct project.
7. At this point, if the project has been approved by the A&E, the refundable application fee deposit will be given to the Treasurer of the GCPOA for deposit.
8. From time to time, it will be necessary to conduct an in-person visual review to assess the project status. This is not a building inspection. We leave that up to the county building inspectors. This is simply a review of the project status to ensure the GC covenant requirements are being followed. If for some reason the GC covenants cannot be followed due to a construction anomaly, the property owner will be required to apply for a project variance so the project may continue. The variance request document will simply be a written request to alter the construction project because the GC covenant requirement cannot be met. This written request must include a detailed explanation for the request, the GC covenant that they are referencing, and any supporting documents or contractor comments that give reasonable support for the variance. The variance request will be reviewed by the A&E Chair along with other A&E committee members as needed, and a recommendation to approve or disapprove the request will be submitted to the GCPOA Board for a final decision. This final decision will be communicated to the property owner in writing. If the variance is denied, other options will be discussed so the project can be continued.
9. When a project has been completed, the A&E will conduct a final review. This review will check to ensure the project has been completed per the initial application specifications as approved. Use the "Project Completion Guidelines" (see A&E Forms file) as a guide when conducting this review. A final written communication will be sent to the property owner advising them that the project is now considered complete and thanking them for the opportunity to assist them.
10. If the project has been completed and all guidelines are satisfactory, the A&E will notify the property owner that all conditions have been successfully met and that their refundable application fee deposit will be refunded. The A&E will notify the GCPOA

Treasurer of the refund and request a check be mailed to the property owner. If all conditions are not met, the A&E will work with the property owner to achieve a satisfactory result. The property owner will be notified in writing of the result and request the GCPOA Treasurer to refund all or a portion of the refundable application fee deposit. If only a portion of the deposit is to be refunded, the reasons must be documented, approved by the GCPOA Board, and explained in writing to the property owner. All reasonable efforts should be made to avoid partial refunds.

11. In cases involving an incomplete home improvement project, the A&E will discuss the situation with the property owner, gather relevant data, and provide the GCPOA Board with their recommendation for resolving the situation. The GCPOA Board may choose to resolve the situation if questions or concerns arise concerning the A&E recommendation.
12. In cases involving an incomplete new home build, the A&E will discuss the situation with the property owner, gather relevant data, and provide the GCPOA Board with a recommendation on handling the situation. The GCPOA Board will have the final say in how the situation is resolved. Matters involving a property owner's request for a refund of the non-refundable road impact fee will be resolved by the GCPRC Board in accordance with the Road Impact Fee Policy approved by the GCPOA Board on July 7, 2023.
13. The A&E needs to keep notes on significant happenings while conducting the business of the committee. For example, meetings or communications with property owners, reviews of ongoing projects, discussions with GCPOA Board concerning committee business, and other important events that seem relevant to document. Each A&E Operational File (see A&E Project File) should have a Word document titled "Project Notes" (see A&E Forms file). This document is the platform for maintaining the important notes that apply to each project. It should be kept up to date and used as a reference when questions about communication content arise.

Reporting

The A&E is responsible to report their activities to the GCPOA Board. As such it is necessary to prepare and report monthly to the Board on any relevant activities the A&E considers resolved, active, and ongoing, items needing special attention, and a full accounting of all application deposit fees (and road impact fees per PRC Treasurer) and their status. The A&E Chairperson is responsible to prepare and present each report and will designate another A&E committee member to substitute for them when they are absent as necessary. Standard reports are prepared and updated regularly and are labeled as follows:

- A&E Monthly Activity Report – This report is a summary of all activities the A&E have conducted during the reporting month and their status. There is no template used for this report. Instead, the report is prepared as a narrative Word document inclusive of Outstanding Items, Ongoing Projects, New Applications Received, and New Items to Report. This report is fluid and can be structured to accommodate each month's activities (see A&E Forms file).

- A&E Monthly Project Deposit Status Report – This report is structured the same each month. It lists as headings Project Name, Project Status, Deposit Status, and Deposit Amount. This report is used for tracking and reconciling the status of each project’s deposit to maintain visibility on these funds and provide the GCPOA Treasurer a means of reconciling the report against their records (see A&E Forms file).
- A&E Yearly Activity Report – This report is a summary of the year’s A&E committee activity. There is no template for this report. It is created as a Word document and presented to the GCPOA Board at the annual meeting (see A&E Forms file).

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