

September 18, 2020

## **Vineyard Creek Estates HOA Advisories for AHI Applications**

In recognition of the high number of AHI requests and the time and effort needed to appropriately review these applications by the HOA committee volunteers, the following administration procedures will be implemented effective September 20, 2020:

- For the time periods listed below, one "free" AHI application is allowed per address. Each additional AHI application will be assessed a \$50 fee which must be paid before the application will be reviewed.
  - Sept 15 - Dec 31, 2020: One "free" AHI application; Each additional application assessed \$50 per application.
  - Jan 1 - Jun 30, 2021: One "free" AHI application; Each additional application assessed \$50 per application.
  - Jul 1 - Dec 31, 2021: One "free" AHI application; Each additional application assessed \$50 per application.
  - Each subsequent six-month period: One "free" AHI application; Each additional application assessed \$50 per application.
  - AHI applications will not be accepted if the requestor has any outstanding compliance violation, unpaid fine, and/or unpaid HOA dues.
  - AHI applications cannot contain multiple categories of components (e.g., new pool construction and a new front yard flower bed). Each category of components requires a separate AHI application.
  - AHI applications requesting expedited approval (i.e., less than two calendar weeks) will be assessed a \$100 expedite fee. This mandatory fee is to be assessed regardless of whether the AHI request is approved or rejected. This fee must be paid before the application will be reviewed.
  - Any AHI application which has a potential impact upon a neighbor should provide an email of agreement from the impacted neighbor along with the application. Examples of impacts are potential water drainage changes and obstructed views or airflows.

Determinations are made as quickly as possible and usually are completed within 10 business days, however more complicated applications may take longer. Should your request be considered incomplete, or the ACC Committee or VCE Board need more information, additional time may be necessary to make a determination. Be sure to answer questions in a timely manner in order to not prolong your determination.

Please note that proceeding with a home improvement without prior approval from the ACC Committee and VCE Board may result in a fine.

Vineyard Creek Estates Board of Directors