

COUNSELORS CLOSE COMMUNITY COMPANY
LANDSCAPE REVIEW COMMITTEE (LRC)
RULES & PROCEDURES

1) Application

Owners must submit an LRC Application to the Property Manager for proposed landscape changes, along with the supporting materials noted on the Application. The Property Manager will note the date received and forward it to the Chair of the LRC.

2) LRC Evaluation

The LRC Chair will determine if the Application is complete, and if it is not, inform the Owner promptly in writing of what additional materials or clarifications are needed. When complete, Applications will be evaluated by the LRC and presented at a public meeting held at the site of the proposed landscaping. Notice of meetings will be posted on the kiosks so Owners have the opportunity to attend.

3) Adjacent Owner Input

The LRC will solicit input from the Owners of adjacent Lots so they have the opportunity to support or object to the Application, which will be noted in the recommendation the LRC sends to the Board of Directors (Board).

4) LRC Recommendation

The LRC will review Applications based on the Counselor's Close Landscape Guidelines and note input from adjacent Owners. The LRC Chair must date and sign the Application and provide a written report of the LRC's recommendation to the Board.

5) LRC Member Application

An Application by an LRC member will be reviewed by the two remaining members. If the Application is from the Chair, one of the other members will date and sign the Application and provide the written report of the LRC's recommendation to the Board.

6) LRC Status Report

The LRC Chair will send the Board a monthly report showing all Applications and their current status, from the time the Chair decides the Application is complete and ready for LRC review, until the time the work proposed in the Application is completed.

7) Board Action

If an Application is complete by the last business day of the month, it will be considered by the Board the following month. The Board will approve, modify or disapprove the Application after reviewing the LRC's recommendation and other factors it considers relevant. The President will date and sign the Application noting the action taken by the Board. The Property Manager will notify the applicant of the Board's action in writing, and if modified or disapproved, also note the specific policies and standards the Board relied upon in making its decision.

8) Appeals

If an applicant wishes to appeal the Board's decision, they must do so in writing at least seven days before the Board meeting at which they want their appeal to be considered.

9) Permanent Records

The PM will keep a permanent file of each Application, correspondence, final Board action, and completion.