The Mountain Park Ranch Homeowners' Association

Received Date _____ Account # _____ (office use)

HOMEOWNER'S REQUEST FOR ARCHITECTURAL APPEAL

If you wish to appeal an **Architectural Review Committee (ARC) Request** to the Board of Directors, you must first complete this Form and return it to the Association Office no later than one week prior to the next scheduled Board of Directors meeting. The next scheduled meeting is:_____ **AT 6:00PM.**

Your completed Appeal Form will be handled in one of two ways:

1. Returned to ARC for further review, or
2. Sent directly to the Board for their consideration.

You will be notified which of the two will be discussing your Appeal before their next meeting.

(1) You are welcome to attend either the Board meeting or the ARC meeting to state your reasons for appealing your decision. If you attend the meeting, you will be asked to restrict your Comments to five (5) minutes, so you will want to be prepared. Supporting printed material is encouraged, and can be attached to this Form.

(2) The Board and Staff will only respond to Members who have submitted written requests, using this Form.

(3) Because the Board is charged with the duty of acting responsibly, your issue may require study and investigation. Your comment period is for information only and the Board (or ARC) MAY NOT take action at that time. If additional information is needed for more clarification, we will contact you.

DATE _____ NAME _____

ADDRESS _____

PHONE NUMBER _____ E-MAIL ADDRESS _____

REQUEST TO BE DISCUSSED: _____

_____

_____

REASON FOR APPEAL: (I.E. ANY NEW INFORMATION NOT PREVIOUSLY PRESENTED)

_____

_____

_____

Approved Denied Request Reviewed By: ARC ? Board of Directors
(circle one above)

cc: File

Rev: 4/23/08

Determination:_____

_____

_____

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