



## HOW TO SUBMIT AN ARCHITECTURAL APPROVAL REQUEST

<p style="text-align: center;"><b>STEP 1</b></p> <p style="text-align: center;">Review Architectural Design Guidelines</p> <p style="text-align: center;">(Article VIII, Exhibit “A”, and Exhibit “B”)</p>	<ul style="list-style-type: none"> <li>• Before submitting an architectural approval request, the homeowner and builder should review the relevant Covenants and ARC Design Guidelines Exhibits “A” and “B.”</li> <li>• Requests that are found not to be in compliance with Covenants will be disapproved.</li> <li>• Mesilla Acres Estates Declaration of Covenants can be reviewed here: <a href="http://www.danaproperties.com">www.danaproperties.com</a></li> </ul>
<p style="text-align: center;"><b>STEP 2</b></p> <p style="text-align: center;">Submit Your Architectural Approval Request Form</p>	<ul style="list-style-type: none"> <li>• Obtain a copy of the Architectural Approval Request Form from the ARC Committee:  Michelle Hampton - <a href="mailto:michellehampton18@gmail.com">michellehampton18@gmail.com</a>  Travis Gutierrez - <a href="mailto:tgutier@live.com">tgutier@live.com</a>  Darrell Walker - <a href="mailto:djwalkerconststruction@gmail.com">djwalkerconststruction@gmail.com</a> </li> <li>• Complete Architectural Approval Request Form and submit required documentation, including architectural plans, permits, specifications, and surveys, description and samples of exterior materials, colors, textures, shapes of all buildings and structures, estimated start and date of completion, etc.</li> <li>• Missing documentation will result in delayed or denied requests.</li> </ul>
<p style="text-align: center;"><b>STEP 3</b></p> <p style="text-align: center;">ARC Reviews Request</p>	<ul style="list-style-type: none"> <li>• The Architectural Review Committee will review the request and notify you via email of any updates, questions, concerns, etc.</li> <li>• The ARC has up to 30 days to review submitted requests. NOTE: The 30 days start once <b>all</b> required documentation is received.</li> <li>• Incomplete or missing documentation will delay the review or result in disapproval.</li> </ul>
<p style="text-align: center;"><b>STEP 4</b></p> <p style="text-align: center;">Notification of ARC Decision</p>	<ul style="list-style-type: none"> <li>• If found not to be in compliance with Covenants and Design Guidelines, you will be advised in writing containing an explanation of items found to not comply with covenants.</li> <li>• If you alter or change your plans after ARC approval, you must resubmit those changes to the ARC for re-review.</li> <li>• Decisions will be emailed to the homeowner.</li> <li>• <b><u>Only after receiving ARC approval can you begin construction.</u></b></li> </ul>