

Procedures for Processing “ACC Application for Improvement”

(Revised May 2014)

All Kelly Air Park lot owners must submit an application to the Architectural Control Committee (ACC) before building new structures, repainting with a different color, changing the exterior appearance of existing structures, adding improvements to lots (e.g., fences, major landscaping, etc.) or otherwise changing the appearance of their lot(s). Please see the controlling documents for detailed information and requirements.

We recommend you contact any ACC member before drafting your plans and filling out your Application for Improvement. We can help you understand KAP's controlling documents and can provide application forms if you are unable to download them from the Kelly website. If you wish to proceed without assistance, please review this document in its entirety, the controlling documents, our Application Reference Guide, and the Landscaping Guidelines before filling out your *ACC Application for Improvement*. All are available on the Kelly Air Park Website at kellyairpark.com

Once you have an application completed:

1. Submit your *ACC Application for Improvement*, along with a complete set of plans, to an ACC member. Your application will be forwarded immediately to the entire ACC for action. Note: Irrespective of what is said or heard at the time of submittal, an approval or disapproval will **NOT** be given at this time.
2. The ACC will convene to review your application. It will be reviewed and evaluated on the basis of its compliance with the provisions of Kelly's governing documents. You are encouraged to attend the ACC meeting in which your application will be reviewed so that any questions members of the ACC might have can be answered in real time. In most cases, the decision to approve or disapprove an application will be made at the meeting when your application is reviewed. In any event, the ACC will notify you of its findings within thirty (30) days of receiving your application.
3. If your application is incomplete, or if the proposed improvements are not in compliance with the Kelly Air Park controlling documents, your application will not be approved. You will be notified as to reason(s) for disapproval, and you will be invited to remedy any deficiencies in your application or to make changes to your improvement plans and reapply.
4. If your application is not approved, and a satisfactory resolution is not reached with the ACC, you have the right to submit a written appeal to the Kelly Air Park Board of Directors for a final ruling.
5. Once your application is approved, you may proceed with your improvements. The ACC will stay in touch to monitor your progress, and will monitor the completed project against your stated goal on the application.

Mission Statement, Architectural Control Committee

The Architectural Control Committee (ACC) exists to ensure the appearance and quality of our air park is maintained in accordance with the controlling documents including the Colorado Common Interest Ownership Act (CCIOA). In doing so, the committee represents the interests of all property owners.

Every property owner moved to Kelly Air Park because of its amenities and potential for a significant increase in value. To fulfill our dreams we must work together to maintain the quality and appearance of our property. The ACC's charter (see Article VI in the Declaration of Covenants) is just one enabler of that objective.

General Scope

The Architectural Control Committee will review applications submitted by property owners to ensure there is compliance with the CC&Rs, the Architectural Guidelines, and any other governing documents. The ACC will respond to inquiries from lot owners when they have questions regarding what changes they can make to their properties. It will advise and assist the Board in the enforcement of the community rules and recommend any changes to the Architectural Guidelines as requested by the Board.