

# Fairways Architectural Committee

## ***Representative Guidelines & Property Owner Responsibilities:***

There are three defined sections within the Fairways Home Owners Association; they are referred to as Fairways 1, Fairways 2 and Fairways 3. Each one has a Volunteer Representative on the Architectural Committee (ref [www.gvfairways.com](http://www.gvfairways.com) look under the "About Fairways POA" tab for address and parcel map information).

That Representative is to assist homeowners with required documents for all projects outlined in the HOA Covenants, Conditions and Restrictions such as building, exterior remodeling, painting/repainting, landscaping or construction of a wall or fence on the homeowner's property. The necessary forms can be found at [www.gvfairways.com](http://www.gvfairways.com) or the Representative may provide the paperwork to the homeowner; the form is updated periodically, so a current version of the form is required. It is the homeowner's responsibility to get all required Pima County building permits, after the arch committee has approved the project, and to submit a copy of permit (s) to the architectural committee.

It is the responsibility of the homeowner to return two copies of the completed form to their Representative either in person, via email or by US mail. Contact your representative for a correct mailing address.

Neither the Representative nor the Arch Committee will become involved in civil matters between neighbors.

## ***Committee Duties:***

The Arch Committee meets every two weeks to review, discuss and either approve or deny all arch forms turned in. Only Architectural Committee members may sign off on the request form. Three signatures are required on the document. Any other signatures will invalidate the form immediately. The Arch committee chairperson keeps a spreadsheet record of requests.

The Representative keeps one copy and one copy is returned to the homeowner.

If approved, the homeowner has 1 year from the approving signature date to complete the project. Upon completion the homeowner is requested to contact the Representative for final inspection and a signature of completion.

The copy kept by the Representative is for HOA records and is maintained by Stratford Management Company. If the homeowner does NOT make contact for a final inspection, the Representative will follow up with the owner. Once the final inspection has been completed the HOA document copy will need to be signed and dated showing final inspection approval. Once an Arch Comm member has signed off, the Chairperson will log it on the spreadsheet as completed and forward the HOA copy to Stratford Mngt Company.