

EXHIBIT A

MINOR PROJECT

Minor Project: A Minor Project is a small addition to a house (generally under 50 square feet, does not require any Board variances, and will generally be unnoticed from the roads, neighboring lots, or golf courses). A Minor Project can also be minor landscaping changes that will be generally unnoticed. A Minor Project can be approved by the Liaison provided that no objection is received within seven days after the Liaison informs the entire ADRC about the details of the Minor Project.

The purpose of a Minor Project application is to make the approval of minor projects easier and less time-consuming without compromising the integrity of the design review process and conscious review of the project. Should any dispute arise out of the Minor Project process, the proposal is subject to full ADRC review as defined by the Major Project Outlines.

DESIGN SUBMITTAL

The design submittal requirements for a Minor Project should, at the very least, include a description of proposed work and/or a picture of where the work is to take place. If formal plans are available, they should be submitted. All submittals should be made electronically to the Agent (Property Manager) of the ADRC. If more information is requested, the applicant should be prepared to provide it upon request.

Within seven business days of the submission, the Liaison will tentatively approve or not approve the project.

If approved by the Liaison, the plans will be forwarded to the ADRC and the ADRC will have seven business days to respond. If any member of the ADRC objects to the Liaison's approval of the Project, a meeting of the of the ADRC will be held within 15 business days of the objection. During the objection, the ADRC member will state why he/she is opposed and ask for additional information on the project, if applicable.

If not approved or if there is ADRC objection, the project becomes a Mid-Level or Major Project at the sole discretion of the ADRC or Liaison.

No fee will be required with the application; however, if expenses are incurred by the ADRC, those will be billed to the owner. Any additional fees incurred during the review of plans, site visits, ADRC meetings, etc. will be the responsibility of the owner and the VCOA will not incur additional expense as the result of any ADRC review or work of its agents in relation to the ADRC process, including enforcement.