

EXHIBIT C

MAJOR PROJECT

A Major Project is a substantial and very noticeable change to a house. Any addition over 400 square feet or one that requires a Board variance will automatically be considered a Major Project. Similar sized landscape projects that substantially alter the appearance of the existing house and landscaping are considered Major Projects. All new construction on a vacant lot is considered a Major Project. Major Projects require at least one meeting of the ADRC to be approved.

PRELIMINARY DESIGN SUBMITTAL

Prior to review, all submittals must include each of the following, unless specifically waived by the Liaison.

PLANS

After the Pre-Design Conference with the ADRC Liaison, submittal drawings should be submitted to the Agent (Property Manager). Submittal drawings must be prepared by a licensed architect, licensed landscape architect, and registered land surveyor or licensed civil engineer, as required in the CC&R's, Section 9.1.

The submittal drawings shall include the following:

___ PRINTED PLANS -Two standard drawings, 24" x 36", and one reduced set, 11" x 17".

___ ELECTRONIC COPIES (in PDF form) of the drawings via e-mail. The electronic version will be e-mailed to the members of the ADRC, the Board of Directors, and, upon request, individual Members of the VCOA. If file sizes are too large, the Agent (Property Manager) may request individual PDF pages of the plans.

___ A SITE PLAN showing the entire lot, building envelope, setbacks and easements, the proposed residence and all structures, driveway, parking areas, patios/terraces, and proposed construction fencing. The site plans should include a site survey showing lot boundaries and dimensions, topography (two foot contours or less), major terrain features, edge of pavement or curb, existing trees, and utility locations. Information must be completed by a registered land surveyor or licensed civil engineer.

___ STAKING, at a minimum, showing the corners of the proposed house/addition should be placed in the ground prior to the Preliminary Design Submittal. Additional staking may be required by the Liaison/ADRC.

___ GRADING AND DRAINAGE PLAN showing the site plan and survey information along with the existing topography, proposed topography, finish floor elevations, driveway grades, direction of drainage, dry well locations, and proposed construction fencing.

_____ LANDSCAPE PLAN by a licensed landscape architect showing the location, size, type, and quantities of proposed plants, delineation of lawn areas, planter beds, natural vegetation areas, courtyard walls, retaining walls, driveway materials, patio/terrace areas, steps, fences, borders, snow storage areas, and all associated landscape improvements.

_____ FLOOR PLANS including proposed finish floor elevations and overall dimensions.

_____ ROOF PLANS showing all roof pitches, valleys, hips and gutters, as well as any chases required for venting and gas appliance venting.

_____ BUILDING SECTIONS indicating existing and proposed grade and height limit.

_____ EXTERIOR ELEVATIONS showing existing and proposed grade, plate heights, ridge heights, roof pitch, and a preliminary indication of all exterior materials and colors.

_____ COLOR BOARD showing and describing all exterior materials, finishes and colors.

FEES AND APPLICATION

_____ A \$600 non-refundable application fee.

_____ A \$2,000 ADRC fee is due upon the submittal of the application that will be used for all services or expenses incurred by the ADRC in the performance of ADRC work. All 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. If ADRC expenses exceed \$2,000, additional expenses are the responsibility of the Owner. If expenses are less than \$2,000, the difference will be refunded when construction is completed.

_____ A completed application.

The Following Fees are Due only when/if the plans are approved and a Construction Agreement is signed.

_____ A \$4,000 non-refundable impact fee.

_____ A \$25,000 construction compliance fee.

PRELIMINARY DESIGN REVIEW PERIOD

One of the purposes of the Preliminary Design Review Period is to allow all owners in the VCOA a 15 business day period in which to view the proposed plans at the Property Manager's office or electronically and to send written comments to the ADRC. All owner comments will become a part of the permanent record of the design review process and read at the meeting of the ADRC. VCOA owners will be contacted via regular mail and e-mails when a lot has entered the Preliminary Design Review Period. Any VCOA owner may request a hard copy of any newly filed plans to be provided to them at their expense by contacting the Property Manager's office.

When a Preliminary Design Submittal is received and the Preliminary Design Review Period begins, the first formal meeting of the ADRC will be scheduled between 15 and 30 business days after Submission.

Staking of the property shall take place prior to the Preliminary Design Review Submittal.

ADDITIONAL INFORMATION AND FINAL APPROVAL

During the Preliminary Design Review Period, the members of the ADRC may require additional information from the applicant. Such information may include changes to the plans, additional information on colors, additional drawings, on-site staking, etc. If such changes are requested, where applicable, the information must be provided in the same format as the Preliminary Design Review Documents. It is in the interest of both parties to provide and share as much information as possible prior to the first meeting. If additional information is requested and not provided, the ADRC may deny the application.

At the first formal meeting of the ADRC, there are four possible outcomes:

1. Approve the plans as submitted.
2. Approve the plans as submitted with conditions. Such conditions must be in writing and may include approval of plans pending Board Variances. If a Board Variance is required, the Board of Directors is under no obligation to hear a variance request until the next regularly scheduled meeting of the Board of Directors and construction cannot start until/if the variance is granted.
3. Table approval, provide feedback about the plans and schedule another meeting of the ADRC to re-review after feedback has been inputted and new plans have been received (any meeting will be scheduled based upon the schedule of the ADRC and the time it will take the owner to update the plans and provide the required information).
4. Deny the approval of the plans.

A letter will be sent to the owners within 7 business days of the first meeting informing them of the ADRC decision.

Any response an owner may wish to make regarding the results of a design review must be addressed to the ADRC in writing.

Results of reviews can only be discussed by members of the ADRC with an owner, his architect or builder at a meeting of the ADRC. The Property Manager of the ADRC can discuss and review results with all parties involved. Owners, architects and builders shall be invited to attend a meeting of the Design Review Committee

CHECKLIST/SEQUENCE FOR ENTIRE PROCESS

_____ Owner meets with Liaison, onsite is preferable.

_____ ADRC receives preliminary plans with completed checklist and appropriate deposits. Property is staked with the submittal of the Preliminary Plans.

_____ All VCOA members will be notified upon preliminary plan submittal. All VCOA members will have 15 business days to comment on submittal.

_____ A meeting of the ADRC is held and the plans are either approved, approved with conditions, not approved but suggestions are given for another meeting, denied.

_____ ADRC sends written letter of final approval contingent upon receipt of: Construction Impact Fee, Compliance Deposit, and signed Construction Agreement.

_____ ADRC reports to VCOA Board of the final plans.

_____ Pre-Building meeting with an ADRC Representative.

_____ Installation of construction fencing.

_____ ADRC requires and will confirm receipt of grade and location certificate prior to commencement of foundation construction.

_____ Periodic Property Inspections

_____ Final inspection within 15 business days of receipt of written notice of completion, the ADRC or its agents will inspect the residence or other improvements for compliance. Written notice of approval shall be sent to the Owner constituting Final Release within 20 business days of inspection by the ADRC. At this time, remaining funds from the Compliance Deposit are refundable.

**APPLICATION FOR DESIGN REVIEW
NEW CONSTRUCTION**

Date _____ Homesite Number _____

Property Owner _____

Permanent Address _____

Temporary Address _____

Telephone (work) _____ (Home) _____

Architect _____

Address _____

E-mail Address _____

Telephone _____

Contractor _____

Address _____

Telephone _____

Primary point of contact _____

CONSTRUCTION SUMMARY

HOMESITE NUMBER _____

This Construction Summary informs the VCOA Design Review Committee of details of the proposed design for buildings and landscape for a home to be built on the lot at The Valley Club described above.

I. SITE PLANNING

A. Building Envelope.

Are there any encroachments of the building, including its roof line, over any required minimum setback? _____ If so, describe: _____

B. Site Preparation.

Do you plan to bring in any fill or remove material from the site? _____

If yes, describe quantity and location: _____

C. Access Drives.

1. Width of access drive at road: _____ feet.

2. Paving material for access drive: _____

3. Color of paving material: _____

4. Is any encroachment of the drive side over setback lines planned? _____

If so, describe: _____

D. On-site parking.

1. Number of cars in garage: _____

2. Where will parking for guest cars on paved surface be located? _____

E. Paving.

1. Describe paving material and color for paths, steps, patios, and any paved areas other than access drive _____

F. Fences.

1. Are any fences or walls proposed? _____ If so, describe in detail the location, height, material, color and construction of each. _____

G. Terraces and Decks.

1. Describe the material, color and construction of skirting for any deck which more than 30" above finished grade and does not overhang living space. _____

2. Describe the support elements, if any, for any deck more than 30" above

finished grade which does overhang living space.

H. Swimming Pools and Spas.

1. Is an outdoor swimming pool or spa planned: _____ If so, describe location and method of screening. _____

I. Exterior Lighting.

1. Describe any exterior lighting to be located on the building: _____

2. Is any other exterior lighting planned? _____ If so, describe location and type of fixture (include picture) _____

J. Outdoor Storage.

1. Are all outdoor storage areas screened from view? _____

K. Heating, Cooling and Ventilating Equipment.

1. If there is any exterior heating, ventilating or cooling equipment, where is it located? _____

How is any such equipment screened? _____

L. Utilities.

1. Where is meter panel to be located? _____

II. ARCHITECTURAL DESIGN

A. Are you aware of any home at The Valley Club with an exterior which is a duplicate or near duplicate of the proposed plan? _____ If so, where?

B. Size.

1. Square footage under roof _____

C. Height.

1. Height at highest point of building. _____

D. Roof.

1. Pitch of roof. _____

2. Roofing material _____

3. Color of roofing material _____

E. Foundations.

1. Are there any visible surfaces of concrete or concrete masonry foundations more than 12' above finished grade? _____

If so, how are they faced? _____

F. Garages.

1. In what general direction relative to the road does the garage face? _____

2. Will the garage include automatic garage door openers? _____

G. Exterior Materials.

1. Siding.

a. Material: _____

b. Direction of Application: _____

c. Paint Type and Color: _____

2. Trim.

a. Material: _____

b. Paint Type and Color: _____

3. Is any stucco used? _____ If yes, describe material, pattern of placement and locations on building. _____

H. Exterior Doors.

1. Material, design and color for front door: _____

2. Material, design and color for other exterior doors: _____

3. Color for Frames: _____

4. Glass Type and Color: _____

I. Windows and Skylights.

1. Material for frames: _____

2. General design type (i.e. clad, DH) and manufacturer: _____

3. Color of frames: _____

4. Glass type and color: _____

J. Building Projections.

1. Describe material and color for all building projections including chimney flues, vents, flashing, louvers, gutters, downspouts, utility boxes, porches, railings, exterior stairways:

K. Chimneys and Outdoor Fireplaces.

1. Do all chimneys and outdoor fireplaces have a U.L. or I.C.B.O. approved spark arrestor? _____

Provision For Construction Period: List required temporary structures and intended location, temporary toilet facility type and location, location of staging area and material storage, refuse disposal method and schedule, and methods to be employed to minimize construction impact.