

## Guidelines for Building Advisory Committee

1. All primary residence construction will be entered into the worksheet. The updated worksheet will be distributed to the BAC members upon any change made to it, including any change to a current construction project.
2. The initial approval for building, if no variances are needed and the proposed home meets current guidelines, is to be entered on the worksheet. This is done by the Chair of the committee. There is no further approval needed. The Board does not need to approve it.
3. There will be a meeting with the owner prior to building to insure that the checklist is understood and complete. Any member can perform this.
4. Prior to the pouring of concrete, a BAC member will meet with the owner / builder to insure that the staking of the home-site is still within the parameters of the checklist.
5. All new homeowners receive a packet of information; the BAC is responsible for updating the information in the packet as it pertains to it.
6. All home sites that are undeveloped will receive a letter twice a year from the Chair reminding the owner to contact anyone on the Board or on the BAC prior to construction to insure adherence to current guidelines.
7. The BAC will meet and follow the guidelines for Standing Committee meetings.
8. The BAC will take an annual inventory of all primary residence homes and report that to the Board.
9. Any variance being requested by the homeowner prior to construction starting – defined as the pouring of concrete – must be reviewed, discussed, and either approved or rejected by the BAC.
10. Any variance being requested by the homeowner after construction has started – defined as the pouring of concrete – must be reviewed, discussed, and if approved by the BAC, must be sent to the President for approval or rejection.
11. All covenant complaints pertaining to the BAC must be in writing. Only written complaints will be acted upon. Anonymous complaints will be discarded.
12. All validated complaints will be maintained in a private folder on the website for the BAC members.
13. The BAC will review the Montezuma County Land Use Rules annually to identify any conflicts where a covenant component becomes invalid.