

Changes to ACP Procedure

The rationale for these changes is improvement in communication between the Association (ACP) and the lot owner/builder.

Changes will be made to the forms filled out by the owner/builder at time of application regarding conditional return of bond money. This will include initials of agreement.

The ACP will grant construction extensions on a case-by-case basis, and only upon written request by the owner/builder. The Association expects that reasonable progress had been made to warrant such extension.

A copy of all required documents kept on file in the Association office will be provided to the owner/builder upon application.

Owner/builder will agree, on application, and by initialing, that the Association will be informed on four (4) separate occasions:

- a. when the foundation inspection is completed by the County.
- b. when the sub-floor is installed.
- c. when the roof trusses are installed, before the roof is complete.
- d. when the County has given approval to occupy.

A courtesy letter will be sent to the owner/builder to advise him to take action:

- a. In the eleventh (11) month after the bond was issued but construction has not been started.
- b. In the eleventh(11) month after foundation inspection, without the request for final or an extension.
- c. 30 days before the construction extension runs out.

The Association will send written notice within ten (10) days of expiration of bond, requesting the owner/builder to contact the office within a ten (10) day period to schedule a hearing.

As long as correspondence continues with the owner/builder the Association will work closely with them until the project is complete.

A lack of response to the expiration notice will trigger the ACP to request the performance bond be forfeited at the next board meeting. No further notice will be given to the owner/builder.