

ACC - Submittal Process

Thank you for submitting your plan to the High Forest Ranch Architectural Control Committee. We want to expedite the process of approval for every applicant, so we ask that you work with us on the following process:

- Please make your submittal fees payable to High Forest Ranch HOA. Once plans are received and determined to be complete, they are either put on the next meeting agenda or review via email by the Committee Members. Please be sure that your plan includes your **contact information**, including e-mail address and telephone number. Be sure to **make copies of your plans prior to submittal**, as copies will not be made for you in the office.
- Plans are first reviewed via a 3rd party architect and then by Committee review.
- A **written response** of the Committee's decision will then be mailed or emailed to you. **Verbal approvals are never given** to protect you from any misunderstanding of any conditions of approval.
- Please note the entire process can take up to 30 days as the ACC only meets as needed. If you have not received a written response acknowledging your submittal within 10 days of your submittal, please contact the Darren Burns at Z&R Property Management, Darren@zandrmgmt.com.
- If you have questions regarding your plan prior to submittal, please do your best to email them first. If a meeting is necessary, **please** schedule an appointment with Mr. Burns. **Walk-in requests for meetings will not be accepted as we are frequently out of the office on-site or otherwise involved with the review process.**

Please also understand that our front desk representatives are valued members of our staff, however they are not in a position to evaluate your plans or offer advice regarding what is required. If you have questions regarding requirements for your Community or regarding your plan, please email Darren Burns.

During the spring and summer months, we experience a high volume of plan submittals. We ask that you be patient with the above stated process as we are serving you and your Community as quickly and efficiently as possible.

March 2015