**DEER VALLEY ESTATES PROPERTY OWNERS’ ASSOCIATION**

**ARCHITECTURAL REVIEW COMMITTEE (ARC)**

**Committee Purpose**

**CCR 5.1 …The purpose of the Committee shall be to guide and review plans for building within the Subdivision and to help ensure that Owners maintain their properties in a safe and conforming manner to this (CCR) Declaration….**

**Committee Methodology**

**CCR 5.2 No improvements or uses, as defined in Article 6 and Article 7 of this Declaration (CCR) shall be constructed, erected, placed, altered, maintained, or permitted on any Lot, nor shall any construction or excavation whatsoever be commenced, or materials, equipment, or construction vehicles be placed on any Lot until plans and specifications with respect thereto, in manner and form satisfactory to the Committee, showing the proposed improvements, site location of such improvements, complete building plans, landscaping, grading, easements, and utilities and such other information as may be required by the Committee, have been submitted to and approved in writing by the Committee.**

The Committee will achieve its mission with the aid of documents designed to help its members evaluate, monitor progress and give final approval of Owner improvements as well as to identify and communicate to Owners when the Committee observes they are not maintaining their property in a “conforming manner” to the CCRs. These forms begin with an **Owner Project Approval Request and Control** form used by an Owner to request approval by the Committee. It also incorporates a record of progress and final review of compliance by the Owner to the approved plan; a **Project Approval Checklist** used internally by the Committee to review the various criteria for approval; and an **Owner’s/Contractor’s Agreement** to confirm the Owner’s/Contractor’s commitment to the Committee’s approved criteria. Lastly, the **Owner Notice of Non-Conformance** form will formally communicate to an Owner when the Committee sees non-compliance with the CCRs and will ask the Owner to remedy the situation. Such non-compliance actions by the Committee will only be used in reference to specific exterior CCR restrictions, criteria or previously approved plans.

It shall be the policy of the Committee that no formal actions will be taken by the Committee without written agreement of at least three members. Agreement among members may be achieved via phone, text, or email, but preferably in person to ensure the full benefits of Committee interaction.

These various blank forms will be available to all Owners via the Deer Valley website Deervalleyestates.net to ensure complete transparency by the Committee.

**Owner Instructions to Submit a Project for CCR Review**

The attached **Owner Project Approval Request and Control Form** needs to be completed to begin the ARC Committee approval process. This form will be used for new structures, additions to existing structures and any other approval required improvements to a property. The ARC’s authority only extends to the exterior of a structure and property. Also attached is the **Project Approval Checklist** that the Committee will use to evaluate all projects. By reviewing this Checklist an Owner can see all the information needed by the Committee to conduct its review. The type of project will determine what information will be needed. Owners are encouraged to ask the ARC if there are specific questions. While the Committee normally responds timelier, DVE Covenants allow up to twenty (20) days for ARC review once the Committee has received all materials.

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**DEER VALLEY ESTATES PROPERTY OWNERS’ ASSOCIATION**

**ARCHITECTURAL REVIEW COMMITTEE (ARC)**

**Owner Project Approval Request and Control ARC Assigned Project #\_\_\_\_\_\_\_\_\_\_\_\_**

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner Name(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lot Number\_\_\_\_\_ Current Mailing Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deer Valley Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated Start Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Projected Completion Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly describe proposed project\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ARC Use Only**

**ARC Plan Approval** (**Signatures of at least three (3) Committee members is required for any action below**.)

**(\_\_\_\_)** Project plan approved as submitted Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(\_\_\_\_)** Project plan approved with revisions noted below: Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(\_\_\_\_)** Project Plan Denied for reason(s) noted below Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature/Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note: A Completed Project Approval Checklist is considered an integral part of this Plan Approval document.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Progress Compliance Review(s)**

Reviewer\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Final Compliance Review of Project**

Reviewer\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**DEER VALLEY ESTATES PROPERTY OWNERS’ ASSOCIATION**

**ARCHITECTURAL REVIEW COMMITTEE (ARC)**

**Project Approval Checklist** **ARC Assigned Project #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Owner Name(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lot Number\_\_\_\_\_\_ Lot Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Required Approvals of Construction Standards (CCR Reference**)

**Check or N/A when Approved Notes**

\_\_\_\_Building and specification Plans (5.4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_Grading Elevations (5.4). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_Landscaping (5.2). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_Utilities (5.2) (electric, sewer, fiber, phone, cistern, easements) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_Size of Dwelling (6.1). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_Site Location (6.3). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_House Type (6.11). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Structure height (6.4). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_Construction Setbacks (6.3). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Driveway and Culvert (6.3.5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Fences & Gates (6.8). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Alternative Energy Devices (7.14) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Conformity and Harmony of Exterior Design (5.4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Roof Type/Color (6.6) (physical samples only, no email pictures) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Siding Type/Color (6.5) (physical samples only, no email pictures) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Trim Color/Type (6.5) (i.e. wood, metal, stone; garage door color\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Materials Blend with neighboring structures (5.4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Relation to Natural Topography (5.4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Finished Elevations to Neighboring Structures (5.4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Conformity of Plans and Specifications to the Purpose and General Plan and Intent of these restrictions (5.4) \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Preparing Committee Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: Completed Project Approval Checklist is an integral part of any Approved Owner Project Approval Request and Control Form.**

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**DEER VALLEY ESTATES PROPERTY OWNERS’ ASSOCIATION**

**ARCHITECTURAL REVIEW COMMITTEE (ARC)**

**Property Owner’s and Contractor’s Agreement**  **ARC Assigned Project #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The following agreement must be signed and returned to the Architectural Review Committee prior to beginning any construction on a lot in the Deer Valley Estates Subdivision. The Owner and prime contractor (contractor) are responsible for assuring that his/her subcontractors and workers adhere to these conditions. Failure to adhere to this agreement will be grounds for revoking the right of the contractor, workers, and subcontractors to enter the private land of Deer Valley Estates. As a condition of building in Deer Valley Estates, the property Owner and contractor agree to abide by these terms. If a breach occurs, the contractor and Owner agree to stop construction and correct the breach to the satisfaction of the Architectural Review Committee.

**AGREEMENT**

1. All workers or subcontractors driving on Deer Valley Estates roadways will follow the 20 MPH speed limit.
2. Dogs or pets must be on leash, supervised by the owner or caretaker, and only on the lot where construction is taking place.
3. Contractor must submit a trash removal plan. The use of the Deer Valley Estates dumpsters at the entrance is prohibited for contractor trash and debris. Our method of removing construction trash and debris from the building site will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Workers and subcontractors shall not litter on any of the Deer Valley Estates roadways, rights-of-way, or lots.
5. Contractor must provide a portable toilet facility for the workers and subcontractors.
6. Contractor will post a construction sign no more than six (6) feet in surface space, clearly stating the contractor’s name and phone number. Sign will be removed within 30 days of completion or occupancy.
7. Contractor/Owner will repair any damage to Deer Valley Estates roads, rights-of-way, or forest landscaping that occurs from excavation, cement trucks, construction equipment or any other source.

If excavation occurs on Deer Valley Estates roads to install electrical, phone, fiber, or equipment, the backfill must be completed with compactable materials, and compaction properly completed to eliminate any settling of the roadway when completed. If settling occurs, the contractor/Owner agrees to replace bad materials and compact the excavation properly.

1. The Architectural Review Committee shall be notified of any changes in the ARC approved plans. Likewise, if unforeseen conditions arise during construction that will necessitate extraordinary building measures that could affect Deer Valley Estates property or any lot Owner’s property.
2. This agreement includes the expectation of exterior completion conforming to plans within 365 days following foundation excavation (Article 5.4 CCR)

**SIGNATURE OF PROPERTY OWNER**

Printed Name of Property Owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Property Owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lot No.\_\_\_\_\_\_\_\_\_\_ Date signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred phone # of Owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Owner During Construction \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURE OF CONTRACTOR**

Printed Name of Contractor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Contractor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Preferred phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: Signed Property Owner’s and Contractor’s Agreement is an integral part of any Approved Owner Project Approval Request and Control Form**

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**DEER VALLEY ESTATES PROPERTY OWNERS’ ASSOCIATION**

**ARCHITECTURAL REVIEW COMMITTEE (ARC)**

**Owner Notice of Non-Conformance**

Date of Notice\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lot #\_\_\_\_\_\_\_\_\_\_ Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What is the Meaning of This?**

Per the CCRs of Deer Valley Estates Property Owners’ Association, the ARC handles both approval of improvements to properties as well as “…to help ensure that Owners maintain their properties in a safe and conforming manner to this Declaration (CCR Article 5.1)….” It is under this authority that the ARC is providing formal notice of non-conformance with the Deer Valley CCRs. This authority extends only to the exterior of a property and only to those specific Articles enumerated in the CCRs in Articles 5, 6 and 7 that pertain to improvements to a property. All other enforcement responsibility for the CCRs lies with the Board of Directors. Since the Board is also the final authority for Deer Valley in any enforcement action, this notice is also shared with the Board of Directors. It shall be the policy of the ARC in these matters that at least three (3) members of the Committee sign off on this Notice and that any Notice specify what specific Article/Sub-Article is referenced.

We encourage your cooperation and hope that you will bring your property into compliance as soon as possible. We encourage open dialog with any of the Committee members and welcome you to meet with the full Committee if you feel necessary.

Thank you, ARC Committee

John Beebe, Chairperson, 970-759-4515 \* Danny Dehondt 972-523-1811 \* Les Kole 970-799-5048

 Lars Sandy 970-691-9366 \* Randy Richard 817-913-2012 \* John Urbanec 920-6545-1192

**Non-Compliance Issue(s) Observed**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**CCR Article Reference**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommended Remedy\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acceptable Timeline to Remedy\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Follow-up Notes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Committee Approval**

Signature/Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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