

Homeowner Guidelines:
Applying to the CRHA for Projects Under the Restrictive Covenants
Effective May 19, 2021

Application process

1. Homeowners are to send in a written application to the CRHA Membership Committee for the following types of projects:
 - ◆ Exterior paint and other exterior finishes
 - ◆ Roofing
 - ◆ Driveways (other than crack filling/sealing an existing driveway)
 - ◆ Fences or gates (including dog runs)
 - ◆ Decks, patios, sunrooms, outdoor fireplaces, outdoor kitchens, etc.
 - ◆ Garages, sheds or other outbuildings (including gazebos, greenhouses, playhouses, etc.)
 - ◆ Swimming pools or other water features
 - ◆ Sports courts
 - ◆ Landscaping that changes the grade, elevation or drainage of the property.

2. The application requires the following information:
 - ◆ Name of applicant homeowner(s), civic address, phone numbers and email addresses for contact purposes
 - ◆ Written description of the project
 - ◆ Permit(s) from Rocky View County, if required
 - ◆ Plans (diagrams, pictures, drawings, photos of design, colour palette, etc.)
 - ◆ Samples of materials to be used, if applicable, including paint swatches/chips, wood stain, tile, stone, shingles, etc.
 - ◆ Map of the property or the real property report outlining where the project will be located, including proof that the project is within the $\frac{3}{4}$ acre development envelope
 - ◆ Timing of project.

3. The Membership Committee either will open a new file or add to an existing file under the civic address.

4. If the application is incomplete, the Membership Committee Chairperson will send an email asking for the required information. This could delay the project.

5. If the application is complete, the Membership Committee Chairperson will schedule a property visit, if required.
6. If required, the Membership Committee will attend at the property and get further information from the applicant. The Committee will check the property and the impact of the project from neighbouring properties and the common lands. Providing written or verbal proof from affected neighbours that they are not opposed to the project is helpful and advised, but not determinative.
7. After the site visit, the Membership Committee will meet and review all of the available information.
8. The Membership Committee will vote on the project: majority rules. If there is a tie vote that cannot be resolved within the Membership Committee, the Committee will take the project proposal to the entire CRHA Board.
9. If no further information is required, the Membership Committee Chairperson will communicate, in writing, the Committee's approval or disapproval and the reasons for the decision. If the project is approved, the letter will outline the project as the Membership Committee understands it, attaching any relevant diagrams, maps or pictures. If the project is not approved, after providing the reasons, if it is appropriate, the Committee can invite the homeowner to reapply with the needed adjustments. This information will be stored on the CRHA drive as a record and for future reference.
10. For projects that the Membership Committee feels are precedent setting or, by their nature, may be controversial or involve legal issues, the Committee may consult with the entire CRHA Board and/or legal counsel before making a final decision.

If more information is needed

1. If the Membership Committee has asked for more information, once that clarification is received from the homeowner, it can be forwarded to the Membership Committee for consideration. Depending on the complexity and timing, the Committee can reach a decision by email, by special meeting or at the next regular meeting.
2. Once a final decision has been made with the additional information, the Committee can proceed as in step 9 above.

Disagreement regarding Board's decision

1. If a homeowner disagrees with the decision and how the Membership Committee has applied the Restrictive Covenants and the disagreement cannot be resolved through regular communication, the Restrictive Covenants require that the matter go to Arbitration. The arbitrator's decision is binding on both parties.

Projects that proceed without prior communication to the Board

1. If a project covered by the Restrictive Covenants proceeds without communication with the Board and/or prior Membership Committee approval, the homeowner is in breach of the relevant Restrictive Covenant. The Membership Committee Chairperson will communicate with the homeowner. Depending on the nature of the project and the breach, and the information received, the Membership Committee will make recommendations to the CRHA Board regarding enforcing the Restrictive Covenant up to and including an injunction to stop and/or remove the project at the homeowner's expense.