

**ACC PROCEDURE
FOR MONITORING CONSTRUCTION SITES
AFTER GPOA APPROVAL**

- Step 1: Periodically review exterior of work in progress.
- Step 2: The review should consider all items covered in the Application for Architectural Review, *i.e.*, Lot Preparation, Porta-Potty and Dumpster on-site, Greenbrier Building Standards, colors and materials specified in the application and the proper posting of signs.
- Step 3: If the site is out of compliance, contact the GPOA representative who sits at all ACC meetings. This will allow him/her to contact the builder, owner, etc., to bring the concern to the attention of the owner.
- Step 4: Work should cease on the project until the GPOA Board agrees that the corrections are made.
- Step 5: If difficulty in achieving mutual agreement arises, GPOA legal review will be needed for the next steps.
- Step 6: When the project is completed, the ACC file will be closed and placed in the GPOA offsite storage facility.

Revised February 4, 2005
(typographically cleaned up 01/07, but unchanged as to content)