**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HOA UNIT:\_\_\_\_\_\_\_\_\_\_\_**

**Homeowner Name(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROJECT DESCRIPTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**CSC After the fact: Yes or No**

**ACC Project Manager USE ONLY**

**Project Assigned to:**

**Date Assigned:**

This project has been deemed qualified for expedited Administrative Approval for the reason cited:

Project is limited to like-kind replacement/rework of exterior trim using approved colors & materials.

Project is limited to re-stucco using approved materials.

Project is limited to re-roofing using approved materials.

Project is limited to addition of minor permissible landscape plants and features.

Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACC Representative Signature**

Outcome:

**Approved Disapproved**

**Date of Approval**

This project needs further review and determination beyond Admin. Approval because

* **“Accepted” if its online Application**
* **Verified HO** address
* **Member**
* **Non-member – fee** collected $\_\_\_\_\_\_\_
* **Chamisa Park HOA: Yes or No**
* **Chamisa Park HOA Approved: Yes or No**
* Added to **ACC Project Log** (Excel)
* Online appl. number # \_\_\_\_\_\_\_\_\_
* or Physical application

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* **APPROVED:**

* Update “ACC Project Log” – Excel
* Change status in CMS “Assoc.,-Application” if its **Online** appl.
* Create Approval Letter- Save as WORD to “Address Logs”
* Email approval letter to project manager
* Convert Letter to PDF and Emailed it to HO (pdf)- Date \_\_\_\_\_
* Scan Application, Cover sheet, Approv.letter, attachments, Save to “Address folder”-Addr.
* File copy in Cabinet

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***DISAPPROVED:**

* Create Disapproval Letter Save as WORD
* Create Disapproval Letter in PDF and Emailed it to HO (pdf)- Date \_\_\_\_\_
* Update “ACC Project Log” – Excel
* Change status in CMS “Assoc.,-Appliction” if its **Online** appl.
* Scan Application, Cover sheet and attachments, Save to “Address folder”-Addr.
* File copy in Cabinet