

Pioneer Trails Homeowners Association (PTHOA)
Paint Committee Procedures

1. **Port Gardner Property Management Company.** Our management company (PGPM) Manager receives a Paint Selection Form (Form) from a PTHOA owner, and date stamps the PGPM received date to set the time of fifteen (15) days running in accordance with our Articles of Incorporation, Section 7.4 for approval/denial. The Form must include the information requested together with their paint selections for home body color, trim and trim portions, accent and accent portions, and the Form must have attached all paint color samples they wish to use on their home for approval. The Manager, upon receipt, notifies the Committee Chairperson via email enclosing an attachment of the owner's Form and mails the original request Form with paint samples to the Chairperson within three business days.
2. **The Paint Committee Review.** Upon receipt of the Form from Manager, the Committee will meet within one week to review the owner's paint sample color requests and either approve or deny the sample colors submitted. The Committee's decision will be based on existing covenant guidelines in coordination with colors previously approved and used within Pioneer Trails. A guideline of colors approved or denied for simplicity purposes is listed within the PTHOA's paint records file. A minimum of two committee members will sign off on all approvals or denials.
3. **Committee Decision.** After the Committee makes a determination, the Chairperson will send Manager an email of the Committees' decision. A copy of the Form with approved/denied decision signatures will be mailed or scanned and sent to Manager for their records and owner final notification all within the fifteen day period. The owner's original request containing their paint chips bearing committee signatures and decisions will be maintained with the PTHOA paint records held by the Chairperson. The Chairperson will personally telephone the owner that same day or day after of the committee's decision of approval to proceed, or denial of color and request another color be submitted. Chairperson is willing to work with owner for an approved color selection.
4. **Paint Denial/Appeal.** If an owner's request is denied by the Committee and contacts the Manager, the Chairperson or the Board of Directors with respect as to why their request was denied and wants to appeal the decision, then the Chairperson will submit the owner's original Paint Selection Form (Form) for the Board's review and final decision. The Chairperson will respond back to the owner of the Board's final decision and the Manager will provide the owner with written confirmation. All Board decisions regarding denial will be maintained with owner's file.
5. **Review Timeline.** If the Manager or the Paint Committee fails to review an owner's Paint Selection Form and contact them within fifteen (15) days of Manager's Form receipt date as

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to the committees' decision, then pursuant to our Covenants and Declaration, Section 7.4, the owner's request is automatically deemed approved.

Date: June 15, 2017

Approved By:

Bruce Meaker
Bruce Meaker, PTHOA President

Submitted By:

Bonnie L. Foti
**Bonnie L. Foti, PTHOA Paint
Committee Chairperson**