

Pioneer Trails Homeowners Association (PTHOA)
Revised Paint Committee Procedures

1. Owner Submission of PTHOA Paint Selection Request Form.

All Owners shall mail a PTHOA Architectural Control- Paint Selection Form (Form) with required paint color chips/color samples via U. S. Mail directly to the current ACC Paint Committee Chairperson named on the Form to the address listed. This Form is on the PTHOA website. Upon receipt, the Chairperson will date stamp the received date to set the time of fifteen (15) days running in accordance with PTHOA Articles of Incorporation, Section 7.4 for approval or denial. The Form must include the owner's information together with all of their paint color selections for home body color, trim and trim portions, accent and door portions for review. No paint requests will be reviewed without the required samples as stated on the Form. The process will be delayed without the required samples or, if other matters arise, the Chairperson will call the Owner accordingly.

2. The Paint Committee Review.

The Chairperson and one committee member will meet within one week of receiving the Form and color requests to review the owner's paint 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. The PTHOA website has paint color information and helpful hints regarding color approvals. The Paint Selection Form is there for owners to print out, complete in full with all requested colors and mail to the Chairperson per the Form instructions. If an Owner is having difficulty with color selections, the Chairperson is also willing to assist the Owner in choosing a color that will be acceptable to the Board and Owner. A minimum of two committee members will sign off on all approvals or denials.

3. Committee Decision.

After the Committee has made a decision, the Chairperson will personally telephone the Owner of an approval or denial that same day or the next. The Chairperson will send to the PTHOA Manager a scanned copy of the committee decision for archive recordkeeping. The Manager will also send the Owner a copy of the committee reviewed Paint Selection Form for their records. All Owner's original paint Form, together with all paint chips/samples, bearing committee decision and signatures will be retained and maintained with the PTHOA paint records files held by the Paint Chairperson, by division and lot number.

4. Paint Denial/Appeal.

In the event a denial decision for color approval was made, the Chairperson will inquire if the Owner wants the PTHOA Board to review, and if so, will contact the Board for a hearing date. The Chairperson is also most willing to work with an owner for an approved color selection if they desire.

5. Review Timeline.

If the Manager or the Paint Committee Chairperson fails to review an Owner's Paint Selection Form and contact them within fifteen (15) days of Request Form receipt date, Owner's colors are automatically deemed approved, pursuant to PTHOA Covenants and Declaration, Section 7.4.

Date: 5/15, 2019

Approved By:



Bruce Meaker, PTHOA President

Submitted By:



Bonnie L. Foti, PTHOA Paint Chairperson