

ACC PROCEDURE

1. Write the request – Be specific – Include drawings or diagrams if necessary.
2. Include \$100 check made payable to Cobblestone HOA.
3. Send request + check to:
Z&R Property Management
Derek Patterson
6015 Lehman Drive, Suite 205
Colorado Springs, CO 80918
4. The request will be immediately forwarded from Z&R to ACC Chairman, Miles Reese. If the request is for pre-approved items, Z&R – Derek Patterson - will approve and send out the approval letter with a copy of it going to ACC Secretary, Candace Riggleman for the ACC records.
5. Mr. Reese will inform the other ACC members of the request and they will act on it (usually by seeing the request at the unit).
6. A letter of approval or denial will be issued from Z & R with a copy going to the ACC.
7. The homeowner has 30 days after approval to complete the project.
8. Upon completion of the project, it is the responsibility of the homeowner to contact a member of the ACC to inform them of the finished work. At that time a member of the ACC will inspect the work, and inform Mr. Reese that the work is satisfactory.
9. The ACC will inform Z&R – Derek Patterson - that the work is complete.
10. Z&R will return to the homeowner their \$100 deposit check.