

# Grand West Estates (GWE) Architectural Integrity Committee (AIC) Policy

## Operating Procedures

The Architectural Guidelines set an expectation for a timely response on matters before the AIC. The AIC is committed to providing a response within 10 days to all COMPLETE submittals to the AIC or on other matters that may require a vote of the AIC.

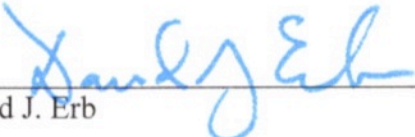
The AIC adopts the following procedures

1. As of the date below, the AIC consists of the following 3 members and 2 alternates prescribed by the GWE Declaration of Covenants.
  - a. David Erb – chairman
  - b. A.T. Donnon – member
  - c. Dustin Kraft – member
  - d. Natalie Ruggeri – alternate #1
  - e. Kent Fischmann – alternate #2

The GWE Board may make appointments to the AIC at its discretion. See the [Association Officers and Committees](#) web page for the current committee makeup.

2. When the chairman receives a complete submittal from an applicant or has a matter that requires a vote of the AIC, he will immediately provide it via the email list incorporated in this email to all members and alternates.
3. Within 3 days of receipt each member must confirm that submittal's receipt and commit to providing their review and comments to the chairman within 7 days of receipt, or requesting a bye for this submittal due to conflict of interest, travel, illness, etc., in which case the chairman shall immediately notify an alternate that they have the member's review responsibility for that submittal. Alternate members have the ability to offer comments and engage in committee discussions on an application or matter but will not cast votes unless substituting for a voting member.
4. If the chairman has not received a member's confirmation of receipt within 3 days or comments regarding the submittal within 7 days the chairman will immediately notify that member to stand down on that submittal and notify an alternate to provide those comments in a timely manner so as to achieve the required 10 days turnaround of submittal comments to the applicant.
5. If a member fails to meet the scheduled responses for two consecutive submittals they will be requested to submit their AIC member resignation to the board.
6. Both members and alternates may vote on policies governing the AIC.
7. This policy may be revised from time to time by the AIC.

Date: June 20, 2026

By:  \_\_\_\_\_, Chair  
David J. Erb