

ACC Application Submission Procedures
(Effective July 9, 2019)

1. All applications and communications submitted to and requesting action by the association's Architectural Control Committee (ACC) should be as follows:

a. Submissions will be in such forms and provide and include such information as the ACC may from time to time prescribe.

b. All submissions should be sent to the Association's Common Interest Community Manager, PMI-Prince William. Its office address is S & P VA, LLC, t/a PMI Prince William, 18139 Triangle Shopping Plaza, Ste 216, Dumfries, VA 22026, 703- 221-5405. (PMI-PW). Its e-mail address is info@pmiprincewilliam.com.

c. Upon receipt of a submission, PMI-PW will immediately forward a copy to each ACC committee member, and so provide an acknowledgment to the person making a submission. This can be either in paper form or by e-mail.

d. PMI-PW will retain and make copies as may be appropriate.

2. All dispositive actions of the ACC will be in written form or electronic form. If e-mail is used, lines indicating "signed" or "/s/" by committee members' names will be sufficient. One copy will be sent or transmitted to PMI-PW without delay.

3. PMI-PW will, on behalf of the ACC, immediately send a copy or other response (as may be requested by the ACC) to the person who submitted application, etc.

PMI-PW is designated to be an agent for the association and the association's secretary.