

**EXHIBIT "C"**

**Administrative Requirements**

Santa California City Subdivision Units 14 & 15

**1. INTRODUCTION:**

The following section details the HOA administrative procedures which have been promulgated pursuant to 2024 Protective Covenants, for Prado Valley One properties (hereinafter referred to as CC&R's). As is stated in the CC&R's, the Architectural Control Committee has full authority over the following matters: (1) improvement of location as it relates to topography; and (2) design and materials used in and construction of the improvement.

**2. HOA BOARD OF DIRECTORS:**

The Board of Directors and/or appointed committees shall establish policies and procedures relating to the administration, compliance, and enforcement of foregoing HOA covenants and restrictions. All Board of Director and appointed members of committees shall be a Prado Valley One HOA Member in good standing.

**3. HOA COMMITTEES:**

**3.1. ARCHITECTURAL CONTROL COMMITTEE (ACC):**

The ACC is the overall entity for reviewing and approving all or any new construction or improvements. The ACC and appointed HOA officers shall have the responsibility to establish and maintain such rules and regulations for the Committee as will assure the consistency and continuity of such Committee for the purpose of giving such approvals.

**3.2. ROAD COMMITTEE:**

The HOA's Road Committee is responsible for planning and implementing road maintenance and improvement projects on HOA community roads. Road maintenance is limited by the available HOA budget. HOA is not responsible for individual HOA member's privately owned driveway maintenance.

**3.3. COVENANTS REVIEW COMMITTEE:**

The HOA's Covenants Review Committee is responsible for reviewing and amending HOA restrictive and protective covenants and by-laws. Committee members may also construct HOA policies and procedures as required.

**3.4. COMPLIANCE COMMITTEE:**

The HOA's Compliance Committee is responsible for validating covenants rules violations for enforcement and recommending penalties to the HOA Board of Directors.

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**4. HOA RULE COMPLIANCE AND NON-COMPLIANCE PENALTIES:**

**4.1. COMPLIANCE:**

If the current or any subsequent owner of properties defined in exhibit "A" violate any of the foregoing covenants or restrictions, then the HOA or any person or persons owning any portion of said property may enjoin or abate such violations by appropriate action at law, in which the prevailing party shall recover costs incurred, together with reasonable attorney's fees.

**4.2. VIOLATIONS:**

Violations and non-compliance of any portion of the foregoing covenants or restrictions may result in financial penalties as determined by the HOA Board of Directors.

**4.3. PROPERTY LIEN:**

The HOA may impose a lien on any lot for non-payment of required membership dues, fees, fines, or assessments in accordance with New Mexico Statutes Chapter 47, Article 16.

**5. IMPROVEMENTS OR NEW CONSTRUCTION REQUIRING PROPERTY OWNER WRITTEN SUBMITTAL FOR HOA ACC APPROVAL:**

All improvements or new construction that may have an impact on the appearance of the community require review and written approval by the Architectural Control Committee. Such improvements include but are not limited to the following:

- 5.1.** All buildings including new construction, additions, exterior remodeling, accessory structures, garages, outbuildings, guest houses, and studios.
- 5.2.** Land alteration including adding additional driveways.
- 5.3.** Landscape improvements such as fences, paving, patios, spas, or pools.
- 5.4.** All exterior materials and colors used in the above items.

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**6. SUBMITTAL REQUIREMENTS:**

The following sections detail the administrative procedures.

Hard (paper) copies, 2 of each of the specified drawings and other related materials must be sent to:

Prado Valley One Homeowners Association  
P.O. Box 105  
Abiquiu, NM. 87510

Or Electronic files of the specified drawings and other related materials must be sent to:

Email: [admin@pradovalleyonehoa.com](mailto:admin@pradovalleyonehoa.com)

All drawing electronic files shall be delivered in a .pdf format.

All submittals must specify:

- Owner's lot number.
- Owner's name(s).
- Owner's USPS mail or email address.
- Owner's telephone number.
- Name and address of builder if selected.

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#### 6.1. SUBMITTALS:

##### 6.1.1. SITE PLAN:

Site Plan shall be legible, include following to scale, and will show the entire property:

- Easements
- Location of the buildings and site envelope. See following:
  - The area of the Lot remaining after excluding setbacks from road rights-of-way, and Lot lines).
  - Setbacks.
  - Residence.
  - All buildings and structures.
  - Septic tank and leach field location.
  - Driveways.
  - Patios.
  - Entries.
  - Well, well house, and water distribution.
  - Electrical distribution.
  - Fences and retaining walls.
  - Grading and drainage information may be incorporated into the site plan drawings provided the information is clearly readable and must include existing and proposed grades, contours, flow lines, and lot drainage if applicable.
  - The Lot must be surveyed, and the lot lines staked to establish the accurate placement of improvements structure.
  - Solar Array if applicable

##### 6.1.2. FLOOR PLAN:

For the floor plan use the scale  $\frac{1}{4}" = 1'$ . Show proposed finished floor elevations and foundation. Include balconies, decks, garages, and storage structures. Indicate square footage of the livable space on each level. The livable area of the primary residence exclusive of porches, garages, and patios shall not be less than 1,200 square feet.

##### 6.1.3. EXTERIOR ELEVATIONS:

For exterior elevations use the scale  $\frac{1}{4}" = 1'$ . Show both existing and proposed grade lines, roof pitch, and any conditions that will affect the exterior of the building. Include all proposed exterior materials and colors. Paint chips, stains, and roofing colors as requested. The Light Reflective Value (LRV) values of paints and stains for exterior surfaces must be submitted.

##### 6.1.4. LANDSCAPING PLANS:

Landscaping plans shall be provided to scale.

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#### **6.2. ACC DESIGN SUBMITTAL REVIEW PROCESS:**

When plans are received The ACC will review the plans and respond in writing within 30 days via email or USPS mail to the owner.

If the ACC requires additional plan submittal clarifications or information the ACC will provide the request in writing via USPS mail or email to the owner.

- If requested by the ACC and when the additional information is received from the owner the ACC will require an additional 30 days from receipt to respond in writing.

#### **6.3. ACC DESIGN APPROVAL:**

If hard/paper copies of drawings and plans are provided to the ACC, when approved, one set of stamped and approved drawings and a signed plan approval letter will be returned to the owner or owners agent to via USPS Mail.

If PDF formatted copies of drawings and plans are provided to the ACC, when approved, one set of stamped and approved drawings and a signed plan approval letter will be returned to the owner or owner's agent via email in a PDF format.

#### **6.4. DOCUMENTATION OF STATE AND COUNTY PERMITS:**

Once owner's agent or owners receive permits to construct and prior to start of construction the owner's agent or owner will send the permit numbers to the HOA ACC.

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#### 6.5. FINAL COMPLETION:

Upon completion of any residence or other improvement, the owner or owner's agent shall give written notice to the ACC and include a copy of appropriate government regulatory agency Occupancy Permit.

Completion of all exterior work including driveways, driveway products, removal of all dumpsters, trash receptacles, portable sanitary facilities, portable construction trailers, debris and builders' signs is required.

Within 10 days of such notification, a representative of the ACC will inspect the residence or other improvement for compliance. If the work is found to be in noncompliance, the owner or owner's agent will have 30 days to remedy the noncompliance portions of the project. If, by the end of this 30-day period, the owner fails to remedy the noncompliance the ACC may recommend to the Board to proceed with remedies which may include, but are not limited to, fines that will constitute a lien on the property.

All buildings and accessory structures must be completed within 12 months after New Mexico State CID building permit has been issued. If the construction is not completed within the 12-month period, a letter must be sent to the ACC explaining the delay and providing an alternative construction completion date for review by the ACC.

#### 6.6. CONSTRUCTION TIME FRAME:

All permanent structures commenced on any lot must be completed within twelve (12) months from the date construction commences. Prolonged construction must be approved in writing by the ACC.

#### 7. RIGHT OF WAIVER:

The ACC reserves the right to waive or vary any of the provisions set forth herein with Board approval, for good cause shown. The ACC will consider requests for a waiver of the Guidelines with written notice describing the specific changes under consideration and the specific reason for the consideration of a waiver.

Please note that neither the ACC nor the Board of Directors has the authority to amend the CC&R's.

#### 8. ENFORCEMENT:

The ACC representative may with a minimum of a three-day prior notification inspect a lot or improvement and, upon discovering a violation of the Guidelines, provide written notice of noncompliance to the owner, including a stated time limit of 30 days within which to correct the violation. If an owner fails to comply within the stated time period, the ACC may recommend to the Board to proceed with remedies which may include, but are not limited to, fines that will constitute a lien on the property.