

# Architectural Control Committee

## Distribution Instructions:

- 1) To get your project review onto an ACC agenda, please contact ACC Primary Consultant Jean Solberg ([jssolberg@hotmail.com](mailto:jssolberg@hotmail.com), 775-833-9337) to discuss scheduled meetings. If a meeting date has not yet been established, a date will be set upon receipt of a complete submittal package.
- 2) **PRELIMINARY PLANS:** Please send **1 set** of Preliminary Plans meeting the requirements of the EM Design Guidelines **to each** of the individuals listed below **so that they arrive at least two weeks prior** to the Review Meeting. Also, please send the appropriate review fee to the HOA's Bookkeeper Karen Higgins at: EMHOA, P.O. Box 9341, South Lake Tahoe, CA 96158. If a submittal does not meet the requirements necessary for review (**including payment of the review fee two weeks prior to the review meeting**), the project will not be placed on an agenda.
  - A) Please send one set each of your plans to the following ACC Members (5 total):

Josefa Buckingham	Kristin von Eschen	Lou Drapeau
PO Box 1773	205 Beryl Street	8 Whiting Court
Ross, CA 94957	Mill Valley, CA 94941	Moraga, CA 94556
<a href="mailto:josefabuckingham@comcast.net">josefabuckingham@comcast.net</a>	<a href="mailto:Kristin@adventurescrosscountry.com">Kristin@adventurescrosscountry.com</a>	<a href="mailto:lcdrapeau@gmail.com">lcdrapeau@gmail.com</a>
Mark Heine (Chair)	Jonni Schween	
41 Glenbrook Drive	304 Mary Belle Way	
Hillsborough, CA 94010	Angels Camp, CA 95222	
<a href="mailto:tinybheine@earthlink.net">tinybheine@earthlink.net</a>	<a href="mailto:schweenj@aol.com">schweenj@aol.com</a>	
  - B) Finally, please send one set of plans to ACC's Primary Consultant:  
Jean Solberg  
202 Nadine Court  
Incline Village, NV 89451  
[jssolberg@hotmail.com](mailto:jssolberg@hotmail.com)  
775 833-9337

This procedure enables you to receive a more informed and efficient review of your project. We understand design deadlines are usually tight, but need time ourselves to review your plans and make an informed evaluation. We count on your efforts to send these on time. Any minor last minute changes can be presented at the meeting.

**FINAL PLANS:** When drawing up Final Plans, architect/designer must **indicate specific points on Final Plans that satisfy problems brought up in the Preliminary Review**. Also, on drawings or in cover letter, **indicate any significant changes that occurred after** the Preliminary Plan review. These resolved items need to be clearly indicated on the Final Plans. The Review Architect and ACC Members, as well as their consultants, will be looking for each Preliminary Review point or issue to be resolved on Final Plans. Failure to indicate them or failure to resolve the Preliminary issues may result in delayed approval. Final Plans should be sent to the same people as for Preliminary plans, so that they arrive at least two weeks prior to the meeting. Incomplete submittals may be rejected or not given final approval.

**Check List:** The ACC Members will be reviewing your plans following the EMACC Review Check Lists in the EM Design Guidelines. We **strongly** suggest that you use this checklist when finalizing plans for submittal.

Thank you for your attention. We look forward to working with you and your project.