

TO: Architects, Project Coordinators, Designers, and East Meadows Homeowners  
RE: East Meadows Architectural Control - Preliminary and Final Review Submittals  
UPDATE: February 2023

- 1) To get your project into an EMACC Review process, please contact EMACC Primary Consultant John Reiter at [johnreiter@kirkwoodcp.com](mailto:johnreiter@kirkwoodcp.com) (209) 753-0244 to discuss your project, if you have any questions after reading this submittal document.
- 2) **PRELIMINARY PLANS:** Please send **1 set** of Preliminary Plans meeting the requirements of the East Meadows Design Guidelines **to the contact listed below. They must arrive at least two weeks prior** to any Review Meeting by the EMACC Committee. Also, please send the appropriate review fee to the same individual who will insure the Bookkeeping Firm receives and records you fee as paid. 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 the agenda.
  - A) Send one set of plans to ACC's Primary Consultant:  
John Reiter, General Manager  
c/o Kirkwood Property Services  
1499 Kirkwood Meadows Dr  
PO Box 158  
Kirkwood, CA 95646  
[johnreiter@kirkwoodcp.com](mailto:johnreiter@kirkwoodcp.com)  
(209) 753-0244

This procedure enables you to receive a more informed and efficient review of your project. We understand design deadlines are usually tight, but time is required by the Association's Consultant & EMACC Committee to review your plans and make an informed evaluation. We appreciate knowing in advance of any last minute changes before the meeting in which your project will be reviewed by the ACC Committee.

**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 a cover letter, **indicate any significant changes that occurred after** the Preliminary Plan review has been completed. These resolved items need to be clearly indicated on the Final Plans. The final Review process 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 person, indicated above, as was done for the Preliminary plans, so they arrive at least two weeks prior to the final approval meeting. Incomplete submittals may be rejected or not given final approval.

**Check List:** The Committee Members will be reviewing your plans following the EMACC Review Check Lists in the East Meadows Design Guidelines. We **strongly** suggest that you use this checklist when finalizing plans for submittal. **FEES:** Below is a list of the current fees required to be paid to the Association before any final review process will begin. Note these fees can be subject to change at any time:

New Construction:

Initial Review Fee \$ 3,000  
Each additional Request or Revision \$ 500  
Construction Compliance Deposit \$ 3,500  
Re-vegetation Compliance Deposit \$ 2,500  
Contractor Deposit \$5,000  
Land Coverage Variance Fee \$ 100

Minor Exterior Remodels:

Review fee \$ 500 which includes only  
one (1) plan Review  
one (1) Contractor Constraints Meeting

one (1) final Inspection  
Compliance Deposit \$ 500  
Contractor Deposit \$500

If project requires more than one review, meeting, or inspection, there may be additional fee(s) for consultant's time.

Major Exterior Remodel and/or Addition or multi projects in same year:

Review fee \$ 2,000  
Compliance Deposit \$ 2,000  
Contractor Deposit \$ 2,000

If project requires more than one review, meeting, or inspection, there may be additional fee(s) for consultant's time.

Landscaping or other Projects listed not covered above:

Review fee \$ 250

Depending on project deposits may or may not be required.

If project requires more than one review, meeting, or inspection, there may be additional fee(s) for consultant's time.

Thank you for your attention to ensure your submittal is complete upon the first request. We look forward to working with you and your project.

EMACC guidelines and documents do not supersede the requirements of the Environmental Impact Report, the Environmental Impact Statement for the Kirkwood Ski Area Development, or Governing Jurisdictions.. If there is a direct conflict between these documents, the EIR/EIS shall apply. Phase 3 has special requirements within the EIR/EIS document. In instances where one is stricter than the other, the stricter of the two shall apply.

These Design Guidelines are subject to periodic revision. Please verify that you have the most current set of Guidelines by contacting the East Meadows ACC office (see section titled "Public and Private Agency Contacts").

#### Disclaimer

The failure of the EMACC, or the Board of Directors of the East Meadow Homeowners Association to enforce any of the Covenants, Conditions and Restrictions, shall in no way be deemed a waiver of the right to enforce such conditions thereafter. Neither the EMACC nor any member or representative thereof shall be responsible for architectural, engineering or other defects of any nature whatsoever in the plans and specifications or in any structure erected. The EMACC is only responsible for checking the plans for their conformance with these guidelines. The EMACC is not responsible for any variances that have not been specifically submitted upon written request by the owner. It is not the responsibility for the EMACC to find differences within the detail of the plans. The EMACC is not responsible for checking the plans for their conformance to local building codes or Governing Jurisdictions and makes no effort to do so.