DESIGN REVIEW COMMITTEE APPEALS PROCEDURE

Homeowners may seek reconsideration of a decision of the Design Review Committee by submitting an appeal to the Design Review Committee in accordance with the following procedure:

1. The homeowner must submit a detailed written statement to the Design Review Committee stating the basis for the appeal.

   The written statement should include:

   *** New or additional information that supports the appeal**

   *** Be received no later than the thirtieth (30th) day after the date of a letter written**

   The appeal must be received by the Design Review Committee at the Villages of Kapolei Association's office located at 91-1111 Kama'aha Loop, Kapolei, Hawaii 96707 by or on behalf of the Design Review Committee to the homeowner giving notice to the homeowner of the Design Review Committee's approval or disapproval of the homeowner's application, provided, however, that if the thirtieth (30th) day falls on a day that mail is not delivered by the United States Post Office, the thirty (30) day period shall be extended to the next day, following the thirtieth day, that mail is delivered by the United States Post Office.

2. The homeowner will be notified in writing of the date, time, and place of the Design Review Committee meeting that the appeal will be heard. All scheduled appeals will be held during a regularly scheduled Design Review Committee meeting.

3. Owners who wish to address the Design Review Committee, in person, will be given five (5) minutes to present their case to the Design Review Committee. Homeowners attending in person should come prepared for the hearing. If the homeowner does not wish to attend in person or does not appear at the meeting, the Design Review Committee will make its decision based on the written submittal by the homeowner.

4. The Design Review Committee will consider the matter and make a decision either at the meeting at which the appeal is heard or at a subsequent meeting. Written notice of the Design Review Committee's decision will be mailed to the homeowner, usually within thirty (30) days after the date the decision is made.

5. The homeowner shall be allowed one appeal per design application. The decision of the Design Review Committee with respect to any appeal shall be final.