



**ANTHEM COUNTRY CLUB COMMUNITY ASSOCIATION
POLICY – NEIGHBORHOOD BENCH PROGRAM
Adopted July 25, 2013**

Introduction:

Anthem Country Club Community Association (ACCCA) has created the Neighborhood Bench Program to offer Anthem Country Club homeowners the opportunity to request that a standard bench be placed at pre-approved locations on ACCCA property. The purpose of this policy is to:

1. Establish responsibility within the ACCCA for managing the Neighborhood Bench Program.
2. Establish overall guidelines for the program.
3. Specify responsibility for the costs associated with the program.

Policy Statement:

The Lifestyle Enhancement Committee (“LEC”) of the ACCCA shall have primary responsibility for managing the Neighborhood Bench Program. The following policy guidelines shall be followed by the LEC in fulfilling this role:

1. The program shall be open to all homeowners in good standing in Anthem Country Club.
2. A limited number of preapproved sites within Association property shall be identified on which Neighborhood Benches may be placed. The number and location of the sites and the design of the benches may change from time to time, but in all cases shall be approved by the ACCCA Board of Directors (“Board”). Locations shall be identified on a plot plan of the community for reference by homeowners.
3. Benches shall be of a standardized design. An optional inscription plaque may, at the request of the homeowner, be placed on each bench to pay tribute to an individual or community group. Business entities are excluded from consideration.
4. A pre-set fee shall be required from the homeowner prior to acquiring and placing a bench. Such fee shall be established by the ACCCA Finance Committee, shall be of an amount sufficient to cover the costs of acquiring and placing the bench on the approved site and future costs of upkeep, and shall be approved by the Board. The fee amount may change from time to time.
5. A Neighborhood Bench application process shall be defined, documented and communicated to all homeowners by the LEC. The process shall require the homeowner to indicate at a minimum:
 - a. The reason why the bench is being requested.

- b. Optionally, the desired wording for an inscription plaque that may be placed on the bench. Wording must be approved by the LEC.
 - c. A first and second preference for the preapproved site on which the bench would be placed.
6. The LEC shall establish the criteria for approving requests for Neighborhood Benches and shall submit the criteria to the Board for final review and approval.
7. All requests shall be reviewed promptly, and may be approved or rejected. To the extent possible, the requestor's site preference shall be honored. If the site preferences cannot be honored, requestor shall be offered a choice of alternative sites.
8. Upon approval of a request by the LEC and receipt of pre-set fee from the requestor, the request shall be reviewed by the Board for final approval/rejection.
9. Upon approval by the Board, the request shall be implemented as soon as practical by the ACCCA Staff.
10. If an application is rejected by either the LEC or the Board, the fee received from the requestor with the application shall be refunded promptly.