

ARC Approval Process

- Applications for ARC approvals to be submitted to the property manager (PM)
- PM will stamp date of receipt application.
- PM will maintain a master log of submitted applications.
- PM to review the application to assure required supporting documents are included with the application. If not, PM will notify applicant that the application is being held pending their receipt.
- PM will forward application package to the ARC members.
- After final disposition the ARC will note its findings, including special conditions or restrictions imposed, if any, and will forward the completed package to the PM for recording and archival.
- ARC may elect to notify the applicant directly of its decision.
- PM will issue a formal letter to the applicant, copy to the ARC Chairman, advising the ARC decision.
- PM will retain the completed application on file.
- PM will include a copy of the current log with the monthly Board report
- PM will advise the ARC Chairman of any apparent improvements about to commence or are in progress, which have been observed during its bi-monthly inspection for which the PM does not have an application on file for ARC approval.
- PM will issue a letter to the homeowner advising of the requirement for an ARC application and possible fine for failure to submit one.