

Architectural Review Committee Procedure

Effective April 4th, 2022

Officially the Board of Directors will assume the responsibilities of the Architectural Committee. Anyone previously appointed to the committee is discharged as of this date.

All unit owners requesting Architectural changes or modification to the exterior of the home must first request the appropriate forms available from Management or online and adhere to all instructions as shown in the Association documents for this purpose.

The form, when completed, must be returned to Management. After Management's review, the request will be sent to the Secretary of the board. The Secretary will distribute the request to all Board members for examination and their approval or denial.

Within 5 days, the board will fill out the ARC Approval Form (secretary will establish the time and place for board members to stop by and fill out approval/deny form). The Secretary, within a 5 day period, will convey the results to Management and the board.

Management is to notify the unit owner of the results.

The ARC request will be placed on the next scheduled Board of Directors meeting's agenda and recorded in the meeting minutes as approved or unapproved.