

## **Architectural Review Committee (ARC) -Review and Appeal Process**

**Revised July 2024**

The Architectural Review Committee (ARC) consists of Arbor Trace homeowners appointed by the Board of Directors. The ARC is to ensure that changes made to the exterior of existing homes and surrounding property are in accordance with Arbor Trace Covenants and Architectural Guidelines, to avoid harsh contrasts in architectural themes. Approval by the ARC does not relieve the owner of his/her obligation to receive any additional county approvals if required.

### **Approval Process:**

- 1.) The homeowner (defined as: legal listed Deed Owner) makes an application to the ARC. The application should include a site plan, floor plans, fence dimensions, paint swatches, and specifications for the proposed residence and tree survey, and a landscape plan.
- 2.) The Chair of ARC reviews the application and submitted data to determine its completeness. If sufficient information exists to enable the ARC to evaluate the proposed project the application will be added to the next scheduled ARC Meeting. A schedule of upcoming ARC meetings is available online under -Governing Documents- Architectural Review Committee tab.
- 3.) The ARC reviews the proposed project within thirty days and the owner is notified that the application has been approved, approved with stipulations, or disapproved. Reasons for stipulations of disapproval are cited.
- 4.) A simple majority of ARC is required to approve or disapprove any project.

### **Appeal Process:**

If an applicant has been denied or approval subject to conditions which the owner feels are unacceptable, the owner may request a hearing before the HOA Board of Directors to justify their position. The HOA Board will review its decision and notify the owner of its final decision within 10 days of the hearing.