



APPLICATION PROCESS/ STEPS FOR COMMITTEE REVIEW

Thank you, for providing your application! We would like to provide you further information on the application process and steps on how your application is reviewed and processed for the ARC Meeting/ Rush option.

Step 1:

Our Compliance team receives your application and reviews all documents provided. Once the application has been reviewed, our Compliance Assistant will contact you/ or your contractor on confirmation and if any further documents are requested at that time.

Step 2:

If further documents are requested, a review of your application will be completed, each time the requested documents are received.

Step 3:

When the Compliance Assistant considers your application complete (while using the ARC Guidelines), the application will then be forwarded to upper management review.

Step 4:

If management requires any further information, the Compliance Assistant will then contact you on the requested documents. Please note a review will be completed each time the documents have been received.

Step 5:

When the application is considered complete by the Compliance Assistant and HOA Management and the rush option has been selected, the application will then be presented to the Committee and the Committee will then have five (5) business days to provide their agreed vote.

When the application is considered complete by the Compliance Assistant and HOA Management and the rush option has not been selected, your application is then added to the next ARC Meeting.

Please note that all required documents are due the Thursday before each meeting, to have the application considered for the ARC Meeting. If HOA requests any further documentation, after the deadline, your application will not be considered for the ARC Meeting.

All of the above steps must be completed before your application is reviewed by the Committee.