

APPLICATION SUBMISSION POLICY & FEES

All applications must be submitted to the Property Manager on a completed Architectural Review Board Request for Modification Form and include the following:

Application fee in the amount of \$25.00

Plan showing location of addition/modification.

Complete list and samples of materials and colors.

Landscape plans must include planting location, plant material and size of plants to be used.

Complete set of construction plans.

Resident's name, address, e-mail, telephone number and lot number.

All applications must be received by the ARB seven (7) days prior to the next ARB meeting to be eligible for review. The ARB may waive the time deadline for submission in its discretion.

All applicants are encouraged to attend the ARB meeting at which their application is being considered in order to discuss any issues or concerns that may arise to aid in a disposition of the application.

All applications will be reviewed within 30 days from receipt of complete application. Incomplete applications cannot be reviewed until all information has been received.

In the event the applicant commences or completes any work or project without ARB approval, the application fee shall be up to \$250.00 as determined by the ARB.

Notwithstanding the foregoing, however, there shall be no application fee required for an approval of solar panels or hurricane shutters, provided that the application is made prior to the commencement or completion of any work or project; otherwise the fee for applications relating to work commenced or completed prior to approval shall apply.

