

# ARBORETUM COMMUNITY ASSOCIATION

## ARCHITECTURAL REVIEW COMMITTEE (ARC)

### QUICK GUIDE TO ARC REQUIREMENTS AND HOMEOWNER RESPONSIBILITIES

**Applications and policy statements may be found in the clubhouse.**

HOMEOWNER ACTION	RESTRICTIVE COVENANT REFERENCE	HOMEOWNER APPLICATION AND RESPONSIBILITIES	ARC ACTION
Construct a new home.	¶ 1, 2a, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 22	<p>Be aware of ARC requirements for new home construction. The requirements are attached to the new home application.</p> <p>Fill out an "Application to Construct a New Home."</p> <p>Submit application to ARC using mail slot in clubhouse.</p> <p>Meet with ARC chair and builder to review plans and receive ACA/ARC information.</p> <p>Inform ARC of completion and receipt of Certificate of Occupancy.</p>	<p>ARC chair checks completion of application.</p> <p>ARC chair meets with builder and homeowner to review plans and transmit ACA/ARC information.</p> <p>ARC chair collects \$2,000 bond.</p> <p>ARC chair meets with ARC.</p> <p>ARC approves construction or requests more information.</p> <p>ARC inspects completion of construction.</p> <p>Refund \$2,000 bond when appropriate.</p>
Construct an unattached structure.	¶ 1, 2a, 5, 22	<p>Fill out an "Application to Construct an Unattached Structure."</p> <p>Submit application to ARC using mail slot in clubhouse.</p> <p>If approved inform ARC of completion.</p> <p>If rejected consider appeal to ARC and ACA Board.</p>	<p>ARC chair checks completion of application.</p> <p>ARC visits area of construction and meets to discuss project.</p> <p>ARC approves construction or requests more information.</p> <p>Upon completion, ARC visits construction to check all requirements have been met.</p>
Modify the exterior of an existing structure.	¶ 1, 5, 22	<p>Fill out an "Application to Modify the Exterior of an Existing Structure."</p> <p>Submit application to ARC using mail slot in clubhouse.</p> <p>If approved, inform ARC of completion.</p> <p>If rejected, consider appeal to ARC and ACA Board.</p>	<p>ARC chair checks completion of application.</p> <p>ARC visits area of modification and meets to discuss project.</p> <p>ARC approves modification or requests more information.</p> <p>Upon completion, ARC visits modification to check all requirements have been met.</p>

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Erect or modify a fence.	¶ 1, 5, 22	<p>Be aware of the ARC fence policy. The ARC fence policy is attached to the fence application.</p> <p>Fill out an "Application to Erect or Modify a Fence."</p> <p>Submit application to ARC using mail slot in clubhouse.</p> <p>If approved, inform ARC of completion of project.</p> <p>If rejected, consider appeal to ARC and ACA Board.</p>	<p>ARC chair checks completion of application.</p> <p>ARC visits area of new fence or modification and meets to discuss project.</p> <p>ARC approves new fence or modification, or requests more information.</p> <p>Upon completion, ARC visits new fence or modification to check all requirements have been met.</p>
Tree removal	¶ 16	<p>Be aware of ARC tree removal procedures and that replacement of tree(s) may be required. The procedures are attached to the tree removal application.</p> <p>Fill out an "Application for Permit to Remove a Tree."</p> <p>Submit application to ARC using mail slot in clubhouse.</p> <p>If approved, inform ARC of tree removal date and proceed.</p> <p>If rejected, consider appeal to ARC and ACA Board.</p>	<p>ARC chair checks completion of application.</p> <p>ARC visits area of tree removal and meets to discuss project.</p> <p>Trees will be approved for removal, or more information will be requested.</p> <p>Trees that have been approved for removal are marked with a bright ribbon.</p> <p>The ARC will revisit site to assure tree removal has been completed according to procedures. Fines may be levied.</p>
Develop or modify landscaping	¶ 7	<p>If more than 50% of street facing property is to be developed or modified, fill out an "Application to Develop or Modify Landscaping."</p> <p>Submit application to ARC using mail slot in clubhouse.</p> <p>If approved, inform ARC of completion.</p> <p>If rejected, consider appeal to ARC and ACA Board.</p>	<p>ARC chair checks completion of application.</p> <p>ARC visits landscaping area and meets to discuss project.</p> <p>ARC approves landscaping plan or requests more information.</p>

<b>HOMEOWNER ACTION</b>	<b>RESTRICTIVE COVENANT REFERENCE</b>	<b>HOMEOWNER APPLICATION AND RESPONSIBILITIES</b>	<b>ARC ACTION</b>
Report on or be in violation of Restrictive Covenants	¶ 8, 9, 10, 12, 13, 14, 15, 19, 20, 21	<p>Any homeowner may inform the ACA Board or ARC in writing of a violation. The informant may remain anonymous.</p> <p>The ACA or ARC will record a violation when observed.</p>	<p>The Board will contact the ARC if the violation is within the ARC purview.</p> <p>ARC will validate the violation.</p> <p>ARC chair will contact homeowner in violation and suggest a remedy.</p> <p>If no corrective action has been taken, ARC will indicate fines can be levied.</p> <p>If no corrective action has been taken, ARC will report noncompliance to the ACA Board and will recommend fines be levied.</p> <p>A copy of the ACA fine schedule may be found online at the ACA website.</p> <p>For more complete information regarding ACA Restrictive Covenant violations please see the <a href="#"><u>ARC Procedures, Policies, and Responsibilities</u></a>.</p>
Place an outdoor sign on property.	¶ 10	<p>Be aware of and follow the "ACA Signage Policy." A copy of the signage policy may be found in the clubhouse.</p> <p>Be aware that any officer of the ACA may remove a sign that does not comply with the "ARC Signage Policy." The resident will be informed.</p>	<p>If sign is not in compliance with the "ACA Fence Policy," any officer of the ACA may remove the sign and inform the resident. Fines may be levied.</p>