

PROCEDURES FOR ARC

ARC wants to work with Members, and have them feel good about calling ARC and submitting their application and they do. This was not the case years ago.

All blue is explanation All red is changes

1. ARC Application is available in office, on line or ARC Committee Chair
 - Revised form to have approved by Board
 - ARC would like to extend completion time to 274 days from 180. Motion
 - ARC Chair can answer questions for Members who call directly.
 - Any concerns on ARC should be directed to ARC Chairs for handling.
2. Member fills our form and gets to office or by emails
 - New form, has member's initial needed on each line of last page so it is clear they read and understand the process.
3. Office emails form to ARC Committee in timely manner
 - Office maintains communications between Member and ARC
 - This came about due to an ARC chair calling a Member and only to find out they had already been contacted by the office. Board decision was to leave it with the office to handle. This has worked well for 4 years.
 - No answer in 30 days ARC request is considered excepted
 - Office stores the applications in the members file, is not kept by ARC Chair
 - Prior to the last 4 years they were left with the ARC chair- as Committees change often the office doesn't, all forms should be kept at office.
 - Dual Chairs makes process faster
4. Committee Chair emails the entire ARC Committee with the Application, usually same day:
 - If replacing existing material with no alterations- no need for Committee approval so ARC notification
 - Fast Tracking is put in place for some applications with review by two committee chairs approval, color is an example.
 - Each committee member reviews the Application process usually within week time. The Committee can:
 - Approve
 - Approve with stipulations
 - Disapprove
 - Ask for more information
 - Majority of times the office contacts members for information. This was determined about 4 years ago because there was too much overlap and Victoria wanted to do it. It was determined at this time that the office is the liaison between the Member and ARC for clarity.
 - Chair may at times get information without the office.
5. After Committee consensus the Requested is signed by two ARC Members for the Office.

- The signature is given through email to the office for faster action.
Would like to change this to one chair with over half committee approval.
6. Office then contacts the Member with ARC's decision.
 - Members notify office with status or completion
 7. ARC should be notified by the Office when the project is finished, so inspection can be done.

The new ARC form makes this clear for Member (they now have two places this is stated, with a date for inspection to be set up with ARC), office and ARC.

 - The ARC committee does not check in on projects.
This checking has caused BEMA problems over the years with aggressive ARC Chairs, on Members property and some looking in windows. Which came with some threats of suing.
 8. ARC will complete the form with a second signature and date. Office to file completed forms.
 9. Operations would be notifying ARC to anything being done in Meadows that needs ARC approval, as they drive around Meadows.

In my time on the Board this has never taken place. There was big equipment brought in to do two jobs that have caused Violations that Operations would have seen taking place and never contacted anyone.

Legally ARC doesn't really hold a lot of power , the Board has more of the ability to engage on problems. ARC has asked in the past for letters from the Board to go out on violations and even though the Board agreed they seldom are addressed.

Produced by Devona Saylor
ARC Committee Liaison -Chair