



2/18/2024

Architectural Review Committee (ARC) POLICY

In accordance with Article VII Section 3 of the RLCCEPOA Bylaws, The Property Owners Association (POA) Board of Directors (BOD) has established an ARC. This Policy provides general guidelines for the conduct of the ARC.

1. **Purpose of the ARC:** Enforcing architectural standards to ensure visual harmony within the association with the goal of maintaining property values.
2. **Committee Structure:** The ARC will consist of three to five members. All committee members must be in good standing with the RLCCEPOA. The committee members will be volunteers selected by the BOD, and will serve a three-year term. One member of the ARC will serve as Committee Head. One member of the ARC, not the Head, will serve on the BOD.

3. **Committee Guidelines:**

The ARC is responsible to review all submissions for new home construction and landscaping, existing home exterior modifications/additions, and installation of fencing, outbuildings and sheds.

- The ARC will not commence the review process until all relevant documents have been provided and fees paid. Required documents and fees are described on the ARC Submission Forms.
- If the property to be developed is part of a sub-association, written approval of the project from the sub-association must be submitted to the ARC before an RLCCE architectural review can commence.
- The Administrative Contractor (AC) will track ARC submissions on the ARC Spreadsheet and inform the committee Head when submissions and fees are complete.
- Once all submissions have been received and fees paid, the ARC will have 30 days to complete their review and inform the property owner of their decision concerning the submission.

- If the submission is approved, the ARC will provide the property owner with an Approval Letter.

- If the submission is denied, the ARC will provide the property owner with the reasons for the denial. The property owner will have the opportunity to amend their submission and resubmit it for ARC review.

- The ARC will review all submissions in accordance with the Covenants, Conditions, and Restrictions (CCRs) of RLCCE or the CCRs of Diamond C Links Subdivision, as applicable. The applicable ARC Check Lists will also be used to document the review.
- The ARC will visit all construction sites once the footprint for proposed structure is laid out to verify that the setbacks and easements are within requirements. The primary contractor or property owner should be on site for this initial visit. ARC will visit sites midway through the construction process to verify that all requirements are still being met. If problems are identified, the ARC will work with the property owner to have them resolved. At the end of construction, the ARC will complete a final inspection of structure to confirm compliance. At this time the ARC will inform the property owner and contractor of any solid waste violations that will result in the forfeiture of the solid waste deposit.
- Should the property owner or primary contractor request a variance from CCR requirements, they must first complete the Variance Request Form, and present it to the ARC. The ARC will consider the request and if approved, present it to the BOD at the next available board meeting. The BOD will consider the request and provide final approval or denial of the variance.
- The ARC will inform the AC of all new construction approvals and the AC will post the approvals on the POA website.

4. **Amendment:** This Policy may be modified or changed by the BOD at any time as required.