

Architectural Review Committee Procedure Manual

An architectural review committee (ARC) is responsible for reviewing and approving architectural plans, designs, and modifications within a specific community or development. The committee ensures that the proposed changes comply with established guidelines, standards, and aesthetics, in order to maintain the overall architectural integrity of the area.

Review the Guidelines:

The ARC has a set of guidelines or architectural standards in place that outline the design criteria and requirements for the community. These guidelines cover elements such as building materials, setbacks, and architectural styles. Committee members should thoroughly familiarize themselves with these guidelines before conducting reviews.

Application Submission

Property owners seeking to make architectural changes or additions must submit an application to the ARC. The application is available on the HOA's website. All submissions should include detailed plans, drawings, specifications, and any other relevant documentation describing the proposed modifications. The application can be submitted via email to contactvanderlakeshoa@gmail.com or by mail to Vander Lakes Homeowners' Association (ARC) 168 Highway 274 #315 Lake Wylie, SC 29710

Application Receipt

Upon receiving the application either by email or mail the secretary will do the following.

- *Email member acknowledging receipt of the request.*
- *Email the application to the ARC members, and cc the board of directors.*

Application Review

The ARC will take the following steps as part of their review process.

- *Each ARC member will review the submitted application to assess its compliance with the established guidelines.*
- *Committee members will carefully examine the plans, ensuring that the proposed changes align with the architectural style and overall design principles of the community.*
- *They also evaluate factors such as the impact on neighboring properties, landscaping, and the overall harmony of the area.*
- *In some cases, the ARC may conduct a site visit to the property to better understand the context and potential impact of the proposed changes. This allows committee members to assess the compatibility of the modifications with the existing structures and environment.*

Committee Meeting

The ARC members can share their individual assessments and opinions with each other via email or text. The ARC chairman may call for a meeting of the committee to discuss the application and their findings if deemed necessary.

Decision and Notification

Each ARC member will include with their assessment, the decision they reached regarding the application.

The ARC may approve the proposed changes as presented, approve them with specific conditions or modifications, or reject the application if it does not meet the established guidelines.

The ARC chairman will complete the ARC form letter with the final decision. The form letter will then be emailed to the HOA email with the board of directors all cc'd.

The HOA secretary will then notify the property owner of the decision via email and include the ARC form letter.

If the property owner has not received a response from the ARC within 30 days it is automatically approved.

Appeals Process

If the property owner disagrees with the ARC's decision, they can submit a 2nd review request to the board of directors.