

SUMMER SEAT MODIFICATION REQUEST PROCESS FLOW

Architectural Review Committee (ARC)

- I. Homeowner completes and signs the modification request, attaches supporting documents, and emails it to Rj management company (Rj) by 5 pm one week prior to the next scheduled ARC meeting. Alternatively, Homeowner gives a print copy of the modification request materials to the Rj representative during their scheduled day at the Summer Seat clubhouse or leaves it in the blue "Modification Request" folder mounted on the community bulletin board. The ARC meeting schedule is posted on the community calendar and in the community newsletter.
 - A. Rj reviews each modification request to assure completeness. Rj forwards completed requests to the ARC Co-Chairs by 5 pm Friday of the week prior to the next scheduled ARC meeting.
 - B. Any modification request submitted, along with a contractor's COI, to perform work that includes replacing, or installing new shrubs can be authorized by the management company. Same process applies to homeowners that want to add mulch to existing mulch beds. Requests to increase the size of a mulch bed area must still be submitted to the ARC committee for approval. The management company will send a letter of approval to the homeowner for shrub replacement and or adding mulch to existing beds and copy the ARC committee.
 - C. If the request is incomplete, Rj requests missing information from the homeowner. If an incomplete request remains incomplete at 5 pm Friday, Rj will retain the request until the next ARC meeting.
 - C. D. ARC Co-Chairs distribute agenda and all completed requests to committee members for review prior to the ARC meeting. The executive board will be copied when ARC agendas are distributed.
- II. ARC reviews requests and votes by simple majority to approve, deny, or pend the request.
 - A. Restrictions and recommendations may be included as part of the approval process.
 - B. If approved, an ARC Co-Chair signs the modification request. ARC forwards all approved or denied requests to Rj.
 - C. A request may be pended if additional information is needed to allow ARC to reach an informed decision. In this case, the pended request is returned to Rj, who then contacts the homeowner and requests the needed information/ documentation. At ARC discretion, the revised request may be reviewed off-cycle or at the next ARC meeting. Additional information may be obtained in writing, via phone, or by site visit.

- D. If declined, ARC will document reasons why the request was declined to give Homeowners an opportunity to revise and resubmit the request. These reasons and options for appeal may be transmitted to the homeowner orally or in writing.
- III. Upon receipt of approved and denied requests, Rj notifies homeowners of ARC action by US Mail within one week following the ARC meeting.
- IV. If approved, homeowner completes work.
 - A. All work must be completed within 12 months from the date the modification request was approved. If not completed, a new modification request must be submitted.
 - B. Within 10 days of completion the homeowner notifies Rj that work has been completed.
 - C. Rj conducts a site visit within 2 weeks of receipt of notification of completion, verifies work has been completed as specified in the modification request, and signs the modification form indicating the work has been completed. Rj notifies the ARC when a modification request is completed.
 - D. If work is not completed to specification Rj notifies the Board of Directors for resolution.
- V. If a modification request is denied the homeowner may appeal to the Board of Directors.
- VI. Documentation
 - A. ARC maintains a spreadsheet showing summary information about each submitted modification request.
 - B. Final meeting minutes will be posted on the Summer seat web site.
 - C. A database will be maintained for ARC use containing documentation of all modification requests in pdf format.