

## **ARC APPLICATION PROCEDURE FOR NEIGHBORHOOD ASSOCIATIONS**

- 1) Application to be completed by Unit Owner, including all required attachments, and must first be forwarded to their specific Neighborhood Association's Board of Directors for review and approval.
  - a) If the application is not complete or if the requested modification does not fit the Neighborhood ARC Criteria, the application will be returned to the Unit owner with a complete explanation as to why it is not being approved.
  - b) If the application is complete and the requested modification does fit the Neighborhood ARC Criteria, the specific Neighborhood Association's Board of Directors President must sign as approved and forward the application with the owner's deposit, if required for the type of modification requested, to the Master HOA ARC for review and approval. Deposit check to be made out to: Moody River Estates HOA.
- 2) If the application is being submitted by the Neighborhood Association, the Neighborhood ARC Application must be signed by the specific Neighborhood Association's Board of Director's President and then forwarded to the Master HOA ARC for review and approval.
- 3) All Neighborhood ARC Applications being submitted to the Master HOA ARC must be signed by the specific Neighborhood Association's Board of Director's President to be considered for review and approval. If not, the Neighborhood ARC Application will be returned to the specific Neighborhood Association's Board President.
- 4) All Neighborhood ARC Applications must be received no later than the Thursday prior to the next scheduled Master HOA ARC for review and approval or they will be submitted to the Master HOA ARC for review and approval at the NEXT scheduled Master HOA ARC meeting.
- 5) If the Neighborhood Association's ARC Application is approved by the Master HOA ARC, both the Neighborhood Association's President and the Unit Owner will be notified via email/letter from the Master HOA Admin office of the approval.
- 6) If the Neighborhood Association's ARC Application is not approved by the Master HOA ARC, both the Neighborhood Association's President and the Unit Owner will be notified via email/letter from the Master HOA admin office with specific information as to why that determination was made. Application may be amended and resubmitted at the next scheduled Master HOA ARC meeting.
- 7) After the Neighborhood Association ARC Application is approved, the unit owner or the Neighborhood Association is free to move forward with the modification. Please note that inspections by the Neighborhood Association may be made as the modification progresses and will take place upon completion. Status of Permit(s) can be verified on the Lee County Property Appraisers website: [Leepa.org](http://Leepa.org)
- 8) Construction Deposit, if required, will be returned to the Unit Owner upon notification from the Neighborhood Association to the Master HOA ARC that the completed project is completed and accepted as approved.