

## 1.4 APPLICATION REVIEW PROCESS

- Applicant must submit a completed application to the Property Management Company listed on the Indian Wells website. The date of the application will be the date it is received by them.
- The Property Management Company will forward the application to each of the ARB committee members.
- Members of the ARB committee will discuss and vote on applications. If the application is not a match with a standard, the vote must occur in an open and noticed meeting. *(In order to make this easier for the ARC and still be compliant with FL Statue 720, we have been taking advantage of the “Designated (ARC) member clause in our Declarations that allows one designated person from the ARC to make the formal decision for the ARC in an open and noticed Indian Wells Board of Directors (BOD) Meeting. The way that works in practice is the ARC Chairperson meets with or polls the ARC members for their views/decisions and either the Chairperson or another designated ARC member attends the BOD mtg. outlining the ARC views and makes the formal decision. The ARC communicates their intentions to BOD usually via email as soon as they have a consensus so that a BOD mtg. can be scheduled if one is not already scheduled. Other ARC members are welcome to the BOD meeting too.)*
- Possible ARB discussion outcomes include:

Approval- Your application will be signed and dated by the ARB and returned to the Property Manager.

Pending- If there is confusion about the application, the approval process will be suspended pending submission of additional materials needed for clarification by the ARB

Disapproved – Your application has been denied for stated reason(s) provided by the ARB

- The Property Management Company will then forward the application with the ARB committee members’ approval/denial to the Board for review and final decision. *(Since the Designated ARC member has been making the formal decision in a BOD meeting, the only thing we need to make sure of here is that the application has been provided to the Directors in advance of the BOD meeting, so the Board has the information necessarily make the decision to accept the ARC Decision or not. The BOD tries to make a decision in the same meeting so the Owner does not have to wait up to an additional 30 days to see if the BOD accepts the ARC decision.)*
- ~~You~~ **The owner** will receive ~~you~~ notification of approval or reasons for denial from the Property Management Company. *(While the Declarations state that evidence of the approval **may** be via Certificate in recordable form executed by the Chairman of the ARB, in practice, the Owner will receive a note in writing from the Property Management Company and the record of the approval is part of the minutes of the BOD meeting.*
- ARB/Board members may not sign their own ARB Requests
- The individual merits of each application will always be considered by the ARB. The use of these guidelines should assist the homeowner in gaining timely ARB approval. While every attempt to expedite approvals will be made, please plan on up to 30 days to gain

approval. The applicant who follows the guidelines should expect written approval or rationale as to why the application was not approved within 30 days. In the event the ARB fails to approve or disapprove in writing any proposed plans within thirty (30) days after submission to the ARB, then said plans shall be deemed to have been approved by the ARB and the appropriate written approval delivered to the Owner."

- Timing -Approval of the application is valid for six (6) months. The project must be completed within six (6) months from the time of commencement, unless an extension is applied for and granted by the ARB