

**START:** Homeowner begins enhancement preparation, or to respond to a notice. Please review CCRS Design Guidelines prior for understanding, to assist with current enhancement, and any information required, which must be included with request form for ARC review. Locate proper ARC Review Request for Approval Form on AZCMS portal, download the form. Properly complete form with as much details as possible, additional information/attachment is allowed, sign and date form. Request cannot have estimated start or end date prior to ARC review. One request form per enhancement permitted. Send form to AZCMS via email: [ARC@azcms.com](mailto:ARC@azcms.com)

## AZCMS Begin Verification/Screening Process

- 1) Verify homeowner information, enhancement request form is applicable for type of enhancement.
- 2) Verify all areas on form are properly completed with required/necessary information, including homeowner signature and date, as required.
- 3) Verify per CC&RS: Enhancement request requiring additional information is included with form. May include, but not limited to: Plot/Plat/Other information, measurement, drawing, schematic, sketches, materials list(s), samples etc., included for ARC to review request thoroughly.
- 4) Form is dated properly, to include start/completion date **cannot** be prior to completion of ARC 45-day review process, allowable per CC&RS. Incorrect date is an immediate rejection of request form, notify homeowner asap to resubmit a new form with correction.
- 5) Verify enhancement is on appropriate form. AZCMS staff may ask ARC Chair for assistance if needed to determine if form meets requirements for ARC thorough review process.
- 6) Process per fine policy if request is a response to any violation notice and has cleared to proceed to ARC review.

Request/Submittal Meets Above Requirements:

**YES**

**NO**

AZCMS send a pdf. copy to ARC committee members via email.  
ARC 45-day review process begins.

**AZCMS team shall monitor portal during ARC review process.** Members shall verify requests meets CCRS/DSGL compliance, with current standard maintenance look of community. Enter notes/comments on portal, "Approved" "Denied" "Approve with Condition," (AWC) upon review of enhancement request, include initials of member. Majority ARC review comments resulting with either "Approved" "Denied" or "Approved with Conditions/AWC," shall complete request review. "AWC" shall be used sparingly. "Denial or AWC," must provide detail/explanation for homeowner to understand reason. If further discussion required with ARC review request, a comment note shall be placed on portal as such action needed, move to next committee meeting to discuss enhancement further, and may also be motioned by ARC Chair.

## Request is Not Complaint – Reject

AZCMS issue Rejection/Denial Response

Request form shall not upload to portal for ARC review. Notify homeowner of form rejection, and reasoning asap., via AZCMS, via USPS/Email.

Include reason for denial. Inform homeowner of HOA Fine Policy in the event enhancements are done prior to Design Review Committee approval. Refer owner to Fine Policy for more details.

**Homeowner must resubmit a new request.**

**Return to "START"**

Enhancement requires further Committee review - can schedule a Committee meeting to review. If consultant is required need to provide owner with estimate on cost. **DO NOT EXCEED 45 days.**

**APPROVED**

**DENIED**

## APPLICATION REQUEST APPROVED

AZCMS issue APPROVAL Response

1. Letter sent via USPS Mail
2. Post Copy of Letter on Portal ARC & Homeowner Account
3. Email Homeowner (if possible)
4. Application ARC Review Request Completed. Request will be closed.
5. HOA recommends homeowner to maintain a copy of ARC approval letter for their records.

## APPLICATION REQUEST DENIED

AZCMS issue DENIAL Response

Provide reason. Unapproved ARC enhancement subjected to fines per policy  
If Homeowner desires to resubmit request, a new request form is required.

1. Letter sent via USPS Mail
2. Post Copy of Letter on Portal ARC & Homeowner Account.
3. Email Homeowner (If possible)
4. Application ARC Review Request Completed. Request will be closed.
5. Return to "START" to resubmit with a new request with corrected cause for denial, if so desired.

ARC Committee Meeting completed with final decision.

Proceed with

**Approved/Denied/AWC**

Process to Notifying

Homeowner

Request will be Closed from further review. Return to "START."