

# The Arbor ARC ROADMAP

1

The ARC is available to consult with owners re: "New Home Construction" and "Improvement to Existing Home and/or Property" projects and application processes. Email [info@ipmhoa.com](mailto:info@ipmhoa.com) to ask to speak with an ARC member



2

Familiarize yourself with Arbor policies and ARC application processes by accessing application forms and governing documents under Documents Tab of Town Sq (<https://townsq.io>) or Arbor POA website <https://thearboratlakejamespoa.com>



3

Prepare forms and required documents. Submit them thru the Town Sq Architecture Tab. Improvement to Home/Property applications will be decided within 10 days of ARC receipt. For New Home Construction applications, go to step 4



4

For New Home Construction applications, IPM will charge owner's account the \$250 Application Fee and \$1500 Road Bond Fee. Owners must pay these fees for the ARC review process to continue



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Phase 1 Review: ARC reviews the plan and all required documents (per ARC Checklist) for quality, adherence to Arbor governance, and completeness. When all requirements are met, application moves to Phase 2 Review



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Phase 2 Review: The ARC schedules and conducts a Site Review of the staked lot with the owner and/or builder. ARC sends written notification of review outcome to owner within 1-2 days of Site Review



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Upon ARC approval, construction can begin. Builder is to follow ARC Pre-Construction Meeting Checklist and comply with Arbor rules and regulations throughout the building process— Owner is responsible



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Ensure that all Erosion Control measures are maintained & all Arbor and ARC rules are followed. Homes w/shorelines must obtain Shoreline Stabilization Permit from McDowell Co.



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ARC monitors the build and requires ARC approval of any exterior changes from the ARC approved plan. Refer to ARC "Letter to Owners" re: what ARC monitors



10

Get 911 address from County & Certificate of Occupancy; Schedule ARC final walkthru; Within 90 days, install driveway or apron



**Dwelling construction to be completed within 1 year**