

**WINDOVER FARMS OF MELBOURNE HOMEOWNERS ASSOCIATION, INC.**

4025 Windover Way, Melbourne, FL 32934 (321) 259-2216

ARC APPLICATION POLICY**Architectural Review Committee (ARC) Application Policy**

By-laws and Deed Restrictions for Windover Farms of Melbourne require an application be submitted for new or follow-on construction, and for changes or modifications to the exterior of homes and property. Specific applications for different types of projects are available at the Windover Farms office or may be downloaded from our website at www.windoverfarmsmelbourne.com. Requirements for submittals vary depending upon the nature of the project and are clearly stated in the individual application.

ARC meetings are held monthly on the third (3rd) Tuesday of the month at 7:30 p.m. Note:

- Applications received after the deadline stated on the application will be reviewed at the following month's meeting.
- Incomplete applications will be returned to the applicant. Submitted application shall have the current revision date or will not be accepted by the office.

Applicants are encouraged to attend the meeting to answer any questions that an ARC member may have as this would help to avoid any delays in the approval process.

All submittals require a fee (stated on the application) which is fully refundable upon completion and successful inspection of the project as presented. There is an exception for New Home Construction; upon submittal of this application, a \$2,500.00 deposit is required. \$2,000.00 of the deposit is refunded upon completion and successful inspection, providing no fines were incurred during the building process.

Once a project is reviewed and approved by the ARC, the applicant will be notified by phone as well as receiving written confirmation by mail. Applicants whose project is not approved will be notified in the same manner stating why the application did not receive approval.

IMPORTANT!

Projects or modifications that are begun prior to being submitted and approved by the ARC will be referred to the Windover Farms attorney. At that point, any expenses incurred by the Association to resolve the matter will become the responsibility of the property owner. Failure to satisfy the billing for the legal fees associated with this action will result in a lien being placed against the property by the Association.