

ARC Process & Procedures

The Arch Ray Condominium Architectural Review Committee process takes place in 4 steps:

1. Preliminary Design Conference and Concept Design
2. Preliminary Design Review
3. Final Design Review
4. Construction Monitoring

****Incomplete submittals will be rejected****

Any Improvement as described above will require and be preceded by the submission of plans and specifications describing the proposed Improvements accompanied by an application fee. The Owner shall retain competent assistance from a licensed architect or designer, civil engineer or surveyor, landscape professional, and a licensed and bonded contractor (the "Consultants") as appropriate. The Owner and Consultants shall carefully review the Declaration and these Design Standards prior to commencing with the design review process. The Owner is to commence construction within one (1) year of the Final Design approval.

Step 1 (pt. 1): Pre-Design Conference. Prior to the preparation of any materials for formal review by the ARC, the Owner and the Consultants are required to meet with representatives of the ARC for a Pre-Design Conference. An explanatory Pre-Design Conference package that includes a current copy of the Design Standards and a conference request form is available from the ARC office. The purpose of this meeting will be for the ARC to answer any questions the Owners and/or Consultant(s) may have and to offer guidance on the following subjects:

- The particular characteristics and restrictions on the Unit, to be provided by the ARC;
- Optimal orientation of Improvements and outdoor spaces;
- Additional survey information requirements;
- Preliminary building and site development program ideas and requirements;

- Clarification and review of Design Guideline objectives;
- The requirements, fees, and schedule of the design review process .

Step 1 (pt. 2): Concept Design. After or during the Pre-Design Conference, the Owner shall submit to the ARC a written application, and appropriate fee for concept Design Review together with the concept Design Review submission materials as described below:

1. Concept Design Review Application Form.
2. Design Review Application Fee.
3. Schematic Site Plan: (1"=20', 1 6' or 8') indicating property lines and Unit diagram areas, Improvement location/footprint, driveways, existing trees to be retained and/or removed, pools, water features and other major hardscape elements and basic grading concepts.
4. Schematic Floor Plan: (1"=20', 16', or 8') showing general room layout and circulation. This may be combined with the Schematic Site Plan.
5. Schematic Elevations: (1"= 1 6' or 8') of the street side of the Improvement showing general massing, roof forms, Improvement height and materials. The purpose of this submittal is to confirm that the design professionals are headed in the right direction, are correctly interpreting the Design Guidelines and that the Owner's program can be accommodated on the Unit. This submittal may be combined with the Pre-Design Conference.
6. Appropriate historic photo/imagery of major architectural elements. These shall include roof eaves and rakes, gable end vents, recesses, windows and doors with trim and surrounds, garage doors, shutters, chimney caps, balconies and railings, columns and significant other design elements. Images shall be on 8-1/2" x 11" size sheets. These images shall be identified and keyed to Improvement elevations. Indicate the source (e.g., title of book or magazine) and a description of each photo/image.

Step 2: Preliminary Design Review. After the Pre-Design Conference and Concept Design, the Owner shall submit a written application for Preliminary Design Review together with Preliminary Design Review submission materials, described below:

- Preliminary Design Review Submission Materials. Within this step, the Owner shall prepare and submit to the ARC for review and approval a Preliminary Design Review package which shall adequately convey existing site conditions, constraints, improvement orientation and design,

vehicular and pedestrian access, the proposed use of exterior materials and colors and conceptual landscape design. All architectural plans are to be prepared by a licensed architect. All landscape plans are to be prepared by a landscape professional. The package shall include two full-size sets and four sets of 11" x 17" reductions of the following drawings and/or materials;

1. Preliminary Design Review Application Form.
2. Location Map - indicating location of Unit within the Arch Ray Condominiums.
3. Unit Survey - a property survey (minimum scale: 1" = 20') prepared by a licensed surveyor indicating property boundaries, the area of the property, all easements of record, utilities, 100-year flood plain, one-foot contours, any significant natural features such as existing trees, or any significant drainages as applicable.
4. Site Plan - 1"=20' minimum, showing existing topography and proposed grading and drainage, (1-foot contour interval), existing off-site elements (Improvements, walls, etc.) within 20-feet of the property boundary, Improvement footprint with finished floor grades, setbacks, improvement envelope and other zones as indicated within these Design Guidelines, existing trees to be retained and/or removed, driveway, parking area, turnarounds, drainage, fences/walls, roofs, patios, decks, pools, and any other site amenities.
5. Preliminary Floor and Roof Plans - minimum 1/8" = 1'-0", including all proposed uses, proposed walls, door and window locations and location of mechanical and electrical systems.
6. Preliminary Elevations - minimum 1/8" = 1'-0", including roof heights, existing and finish grades, Improvement heights and notation of exterior materials. Two sets of elevations, one set shall be rendered in color.
7. Site Sections - minimum scale 1" = 20', showing proposed Improvements, Improvement heights, elevations and existing and finished grades in relation to surrounding site, including adjacent residences and roads as may be required by The ARC.
8. Conceptual Landscape Plan - a conceptual plan at 1" = 20' minimum, showing irrigated areas, areas of planting, turf areas, preliminary plant list, Improvement envelope and other zones as indicated on the Unit diagram, existing trees to be retained and/or removed, water features, pools, patios,

decks, and any other significant design elements. This may be combined with the Site Plan.

9. Grading, Drainage and Erosion Control Plans - 1" = 20' minimum. Indicate location of silt fencing, driveway base rock, and "ring of responsibility" per Storm Water Plan (if applicable). Site plan shall include twenty feet beyond Owner's property line in order to depict relationship to adjacent Units.
10. Color Rendering or Computer Model - minimum scale 1" = 20', illustrating the relationship between proposed Improvement forms and topography, tree heights and prevailing site conditions. This need not be an expensively detailed model, but simply adequate to communicate basic three dimensional massing concepts.
11. Material Samples - on 8-1/2" x 11" or 11" x 17" boards showing:
 - Roof material and color;
 - Wall material and color;
 - Exterior trim material and color;
 - Stone/rock materials;
 - Window/door materials and color;
 - Fence/wall materials and color;
 - Paving materials and color.
- Staking. The Owner may be required to stake the location of corners of the proposed Improvements and all other major Improvements upon submittal of Preliminary Design Review documents. In some instances, the ARC may require that ridgeline flagging be erected to indicate proposed Improvement heights.

Step 3: Preliminary Design Review Meeting. Upon receipt of the required documents and staking of the property (if required), the ARC will notify the Owner of the scheduled meeting date to review the Preliminary Design documents. The ARC will review and comment on the application at the meeting, allow time for discussion with the Owner and/or Consultant(s) (if present) and subsequently provide the Owner with the conclusions of the meeting in writing. The ARC has 45 days to approve or respond in writing regarding any issues needing resolution by the Owner. The comments of the ARC on the Preliminary Design submittal shall be advisory only, and shall not be binding upon either the Owner or the ARC. A second review meeting may be necessary to review corrected and/or new materials. Corrected materials will be provided to the ARC a minimum of five working days prior to the next regularly scheduled meeting.

Step 4: Final Design Review. Within one year of Preliminary Design Review approval the Owner shall initiate Final Design Review by submitting required Final Design documents. Required Final Design documents and procedures are described below.

- Final Design Review Submission Materials. The Owner shall provide all information necessary to reflect the design of the proposed Improvement(s), landscape or other features requiring the approval of the ARC. Final Design documents shall generally conform to the approved Preliminary Design Review documents. All architectural plans are to be prepared by a licensed architect. All landscape plans are to be prepared by a landscape professional. The Final Design Review Documents shall be Construction Document level drawings. Submit two sets full size and four sets of 11 "x 17" reductions of final plans that include the following:
 1. Final Design Review Application Form.
 2. Site Plan - 1" = 20' minimum, showing existing topography and proposed grading (1- foot contour interval), Improvement footprint with finished floor grades, Improvement envelope and other zones as indicated within these Design Guidelines existing trees to be retained and/or removed, driveway, parking area, turnarounds, fences/ walls, patios, decks, utility connections and pad locations, pools and any other site amenities. Site plan shall include twenty feet beyond Owner's property line in order to depict relationship to adjacent Units.
 3. Grading, Drainage and Erosion Control Plans - 1" = 20' minimum, showing existing and proposed grading (1-foot contour interval), drainage elements and erosion control methods, including the "ring of responsibility" per the Storm Water Plan (if applicable). Site plan shall include twenty feet beyond Owner's property line in order to depict relationship to adjacent Units.
 4. Floor and Roof Plans - 1/4" = 1'-0", indicate all room dimensions, door and window locations and sizes, location of mechanical and electrical systems and fire sprinkler and monitoring systems. Indicate the location and type of all exterior lighting fixtures, proposed fireplaces, and kitchen appliances. Provide floor plans of all accessory structures.
 5. Elevations - 1/4" = 1'-0", illustrate the exterior appearance of all views labeled in accordance with the site plan. Indicate the highest ridge of the roof, the elevation of each floor, and existing and finished grades for each elevation. Describe all exterior materials, colors, and finishes (walls, roofs,

trim, vents, windows, doors, exterior hardware schedule, etc.) and locate all exterior lighting fixtures, and provide an exterior lighting schedule with cut sheets. Indicate proposed Improvement height. Provide one set of colored elevations.

6. Sections - 1" = 20' minimum, indicate Improvement walls, floors, interior relationships, finished exterior grades and any other information to clearly describe the interior/exterior relationships of the Improvement, the exterior details of the house, and the Improvement's relationship to the site.
7. Landscape Plans - 1/8"=1'-0" minimum, including a planting plan, existing trees to be retained and/or removed, layout plan, irrigation plan, lighting plan, lighting schedule and cut sheets, and any site details including retaining walls, landscape structures, pools, patios, fences and/or gates. Landscape Plans may be submitted sixty (60) days after start of construction.
8. Materials Description:
 - Roof material and color.
 - Wall materials and colors.
 - Exterior trim material and color.
 - Window material and color.
 - Exterior door material and color. Stone/rock materials.
 - Fence/wall materials.
 - Exterior rails and paving materials.

The ARC will review and comment on the materials description at the Final Design Review. Final approval is contingent upon field mock-ups of all colors and materials at the appropriate time in the construction process and in sizes/context that will allow a clear understanding of the final product. Regardless of previous approvals, the ARC reserves the right to require changes to the field mock-ups if they do not meet the objectives of the Design Guidelines.

Construction Schedule - include start and completion dates for both Improvement and landscape construction. All construction shall be slatted within one year of Final Design approval and shall be completed within twelve (12) months from start of construction.

Final Design Review Meeting. Upon receipt of the required documents, the ARC will notify the Owner of the scheduled meeting date to review the Final

Design documents. In some instances, the ARC may request a final staking of the location of all corners of proposed Improvements if the Final Design documents vary substantially from approved Preliminary Design documents. Attendance at the meeting by the Owner and/or Consultant(s) is not mandatory. The ARC will review and comment on the application at the meeting, allow time for discussion with the Owner and/or Consultant(s) (if necessary), and subsequently provide the Owner with an approval or conclusive recommendations in writing for refinements to the design. A second review meeting may be necessary to review refinements, revisions and/or new materials. These materials will be provided to the ARC a minimum of five working days prior to the next regularly scheduled meeting.

Final Design Approval. The ARC will issue Final Design approval in writing within fourteen (14) working days of a vote for approval at a Final Design Review meeting. If the decision of the ARC is to disapprove the proposal, the ARC shall provide the Owner with a written statement of the basis for such disapproval to assist the Owner in redesigning the project so as to obtain the approval of the ARC.

Resubmittal of Plans. In the event that final submittals are not approved by the ARC, the Owner will follow the same procedures for a resubmission as for original submittals. An additional Design Review Fee must accompany each resubmission as required by the ARC.

Subsequent Changes. Subsequent construction, landscaping or other changes in the intended Improvements that differ from approved Final Design documents must be submitted in writing to the ARC for review and approval prior to making changes.

Work in Progress Observations. During construction, the ARC will check construction to ensure compliance with approved Final Design documents. If changes or alterations have been found that have not been approved, the ARC will issue a notice to comply.

Notice to Comply. When, as a result of a construction observation, the ARC finds changes and/or alterations that have not been approved, the ARC will issue a notice to comply within three working days of the observation. the ARC will

describe the specific instances of non-compliance and will require the Owner to comply or resolve the discrepancies.

Notice of Completion. The Owner will provide the ARC with a Notice of Completion of any Improvement(s) given Final Design approval by the ARC. The ARC will make a final inspection of the property within seven working days of notification. If requested by Owner, the ARC will issue in writing a notice of completion within seven (7) working days of observation. If it is found that the work was not done in compliance with the approved Final Design documents, the ARC will issue a notice to comply within three (3) working days of observation.

Variances. The ARC recognizes that each Unit has its own characteristics, and that each Owner has their own individual needs and desires. For this reason, the ARC has the authority to approve variances from any of the Design Guidelines or regulations contained within this document. It should be understood, however, that any request for variance from these Design Guidelines will be evaluated at the sole discretion of the ARC, and that the approval of variances will be limited to only the most creative design solutions to unique situations. Prior to the ARC approving any variance from a Design Guideline, it must be demonstrated that the proposal is consistent with the overall objectives of these Design Guidelines and that the variance will not adversely affect adjoining Units or the Arch Ray Condominiums as a whole. Approval of any variance from the Design Guidelines shall not set a precedent for other Owners to seek a similar variance. The ARC also reserves the right to waive any of the procedural steps outlined in this Design Guideline document provided that the Owner demonstrates there is good cause.

Non-Liability. Neither the ARC nor any member, employee or agent will be liable to any party for any action, or failure to act with respect to any matter if such action or failure to act was in good faith and without malice.

Design Review Schedule. The ARC will make every reasonable effort to comply with the time schedule for design review. However, the ARC will not be liable for delays that are caused by circumstances beyond their control. The ARC will provide design review according to the following schedule:

Pre-Design Conference & Concept Design Review. Meeting to be scheduled within 14 working days of receipt of Pre-Design Conference request form.

Preliminary Design Review. Application documents to be submitted fourteen (14) working days prior to the next scheduled meeting of the ARC; written comments from ARC meeting provided to Owner within 45 working days; and, a second review meeting may be necessary to review corrected and/or new materials. Corrected materials will be provided to the ARC a minimum of five (5) working days prior to the next regularly scheduled meeting.

Final Design Review. Application documents to be submitted fourteen (14) working days prior to the next scheduled meeting of the ARC, and within one (1) year of Preliminary Design approval; Written comments from the ARC meeting and/or written notice of Final Design approval provided to Owner within seven (7) working days; and, second review meeting may be necessary to review refinements, revisions and/or new materials. These materials will be provided to the ARC a minimum of five (5) working days prior to the next regularly scheduled meeting.

Construction Observations. Site observation with the Builder prior to any site disturbance, and within seven (7) working days of receipt of written request; Framing observation within seven (7) working days of receipt of written request; Final observation within seven working days of receipt of written request.

Design Review Fee. In order to defray the expense of reviewing plans, monitoring construction and related data, and to compensate consulting architects, landscape and other professionals, these Design Guidelines establish a total fee of \$1,000.00 ("Design Review Fee") payable upon submittal of the application for the Pre-Design Conference or Preliminary Design Review.

Compliance Deposit Fee. Owner shall pay a \$5,000.00 Compliance Deposit and complete Compliance Deposit Agreement prior to receiving Final Design Approval.

Resubmission. Fees for resubmission shall be established by the ARC on a case-by-case basis. This fee is subject to revision annually.