

## Architectural Review Committee Process

1. Homeowner decides to make changes to the exterior of their home: (windows, light poles, paint, gutters, roof, door, concrete slabs, Hot tubs, Awnings, shutters, additions, removals, decks, etc)
2. Homeowner decides to make changes to their landscape: (install or take out shrubs, trees, fountains, driveways, decorative edging, turf, rock, retaining walls, garden, swimming pool etc.)

The next step in either of these types of changes would be to fill out the ARC form (**available on the Pinery Pointe HOA website**) complete with description, pictures, drawing to size, with a property plat if appropriate. Then have any neighbors that will be affected by the changes sign off to assure they are aware of the change you are proposing. **Remember, the signature from your neighbors is to only inform them of your changes and not for an approval. If they do have concerns about what is being done, they can reach out to the Pinery Pointe Board.**

Once this is done, the complete package should be emailed to the Pinery Pointe HOA email and reviewed by the Board to assure that the request is consistent with what is within normal and allowed changes by the HOA covenants. If the review board has questions prior to approving or if your request does not fit within the covenants, you will be contacted with an explanation of any problems or a request for additional clarification.

When Pinery Pointe Board approves the change request, then they will forward the complete package to The Pinery ARC for concurrence. The Pinery ARC staff will inform both the homeowner and the Pinery Pointe Board of their approval. If they raise objections then they will speak with the Pinery Point Board representative may discuss and/or have questions directly for the homeowner.

### Time frames for actions:

**\*\* It is encouraged for homeowners to allow ample time for review and approval of their projects\*\***

Submissions of the completed documents to the board can be sent anytime via the HOA email at pinerypointe-hoa@pinerypointe.org.

You must allow the board minimum of **5 business days** for review and a response. If there are questions regarding what the homeowner has submitted, a board member will seek clarification from homeowners.

Once the Pinery Pointe Board approves the homeowner's submission, the board will then forward the approved package to the Pinery ARC committee for their review and approval.

The Pinery ARC reviews submissions for approval on the **Second Tuesday of each month**. If your project requires an earlier time for review the Pinery ARC has a **\$50 fee for a rush review-** make checks payable to The Pinery HOA. Once there is approval by the Pinery ARC; they will email a final letter of approval to the homeowner as well as the Pinery Pointe Board.

Upon receipt of the approval, the project can then proceed.