

# **Manor Hill Owners' Association, Inc.**

*Sun 'N Lake*

*P.O. Box 7978*

*Sebring, FL 33872*

## **Architectural Review Committee (ARC) Process for Homeowner Projects**

### **Step 1:**

#### **Request Form:**

- Homeowner is to provide a completed standardized ARC request form (available on website), to the chair of the ARC committee, Tony Anderson, either on-line to: [Manorhillarc@gmail.com](mailto:Manorhillarc@gmail.com) or to his address at: 1625 Sunrise Drive

**NOTE: New home builds must use the separate request form found on the Manor Hill Website.**

#### **. The form should:**

- Provide a detailed description of the proposed project including type, purpose, and design plan, if any
- Describe materials, colors, and finishes to be used
- Include contractor information including name, licenses, permits, insurance and certifications, if any
- Include site plans or drawings showing the project location and scale
- Give the project timeline and estimated completion date

### **Step 2:**

#### **Review of Project:**

- The ARC will inform the homeowner the request was received and information is complete within 1-7 days of receipt
- The request should include enough documentation such that the committee can make an informed decision regarding the projects' approval or denial
- If more information or revisions are needed, the ARC will inform the homeowner of those requirements
- The ARC reviews the application against the community's architectural guidelines, covenants and restrictions ensuring compliance with such and any applicable laws.

### **Step 3:**

**Decision-Making:**

- The ARC will approve or deny the application within 30 days of receipt of the request
- Decisions must be fair, reasonable, and not arbitrary or capricious

**Step 4:****Notification:**

- If request is approved, the ARC will provide a written or electronic approval to the homeowner within 30 days of request
- If approved, the homeowner proceeds with the project, subject to periodic ARC inspections.
- If request is denied, the ARC will provide a written or electronic explanation of the reasons for denial within 30 days of request

**Note:** Per Manor Hill Governing Documents, the ARC has the responsibility for insuring the sound and aesthetically pleasing development of Manor Hill. Accordingly, it may at its discretion, disapprove any plan or any portion of any plan on any grounds without being liable to any party for such disapproval.

**Step 5:****Appeals Process:**

- The homeowner has the right to appeal a denial within 30 days of receipt of the denial
- The homeowner may appeal to the ARC chairperson who will discuss with the President of the HOA and/or the Board of directors as needed
- A final decision shall be made within 30 days of receipt of the denial and/or at the time of the next regularly scheduled board meeting.
  
- The ARC Chair will keep records of all requests, decisions, and communications