Reserve at Great Neck Homeowners Association

Architectural Review Process

1. Homeowner submits written application with supporting documents to managing agent. You must **submit each of the following** items in order to be considered for approval:
    a. Application form completed in detail
    b. Plat map showing home, property boundaries and proposed changes marked on it or relevant elevation of home showing same.
    c. Picture, sketch, or other rendering of addition/alteration showing dimensions of addition as well as distances to and from unit and boundaries
    d. Detailed description, picture, or brochure of materials showing the color, texture, proportion of materials
2. Once application is COMPLETE, Management forwards application to BOD or Architectural Standards Committee (ASC) for review and to ensure compliance with all Covenants, Restrictions and Rules
    a. ASC will review and make recommendation to the board to approve or not approve
    b. BOD they review and decide to approve or not approve
    NB: Review process can take up to 30 days; but should not exceed 30 days. All parties strive to complete the process within the prescribed time frame or less.
3. BOD directs management to send notice:
    a. approved as submitted
    b. approved with conditions
    c. not approved and reasons why not approved
4. Owner may appeal decision in accordance with Association documents
5. Copies of letter go in Board packet and Owner file

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Reserve at Great Neck Homeowners Association

Request for Architectural Review

Homeowner Name(s):	
Date:	
Mailing Address:	
Phone 1:	
Phone 2:	
Email:	
Lot or Address to be altered:	
Type of request (circle one) :	Pool Fence Addition Paint Other

Detailed Description of Project:

Materials to be used:

Dimensions of Project:

Please attach the following:

a. plat map showing home, property boundaries and proposed changes marked on it or elevation showing alterations

b. description of materials, sketches, dimensions, color, texture, pictures or brochures or web link or any other descriptive information

Name of contractor to perform work:	
Submitted by:	

Additional Comments:

To be completed by ASC: ☐*Approved* ☐ *Not Approved* ☐*Approved with Conditions*

Comments:

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