

## Architectural Review Process

- 1) Homeowner submits written application to the Management Company, The Property Shoppe. You must submit each of the following items to be considered for approval:
  - a) **Request for Architectural Review** 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, the Manager forwards the application to the Architectural Review Committee (ARC) for review and to ensure compliance with all Covenants, Restrictions and Rules.
  - a) ARC will review and approve or not approve.
  - b) The 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) The ARC directs the Manager to send notice to the Homeowner:
  - 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 (refer to Covenants, Section 7 and any relative amendments).
  
- 5) The ARC maintains a record and reports to the Board at its regular meeting.

The Property Shoppe, c/o Kimberly Cox  
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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 ARC:    Approved                      Not Approved                      Approved with Conditions.	
Comments:	

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