Lakeside Meadows ARC Policies and Procedures

Date Approved by HOA Board: April 10, 2014

The Lakeside Meadows HOA Architectural Committee (ARC) was formed to assure the upkeep, maintenance and improvement of the community. The following policies and procedures were developed by the ARC and approved by the HOA Board.

Policies

1. All paperwork, plans, diagrams or other pertinent items must be complete and receipt acknowledged by the ARC before an application is reviewed.
2. Any application that requests a deviation(s) from the obligations and restrictions in the CC &R or the published Lakeside Meadows ARC Standards shall be considered a variance request.
   a. Each variance from the standards set forth in the CC&R's shall be separately noted in the application.
   b. Variance requests shall require the homeowner to submit justification for each variance.
   c. Approval of variance shall only be granted by express declaration by the ARC.
3. A request for additional documentation by the ARC will stop the (30) day period of review, until such time as the requested information is provided to the ARC. If additional information is not received within thirty an additional (30) days, the application will be denied and can be resubmitted.
4. Communications can be made by U.S. mail, email, private mail delivery or hand delivery. Acknowledgement of written communications to the ARC will be made within three days of receipt by the ARC.
5. The ARC will review all applications in an unbiased manner. All evaluations of applications will be made with the intent to maintain or improve the overall appearance of the neighborhood. All applications will be evaluated based on their own merit.
6. Effective with publication of this policy, owners who do not get approval for an improvement prior to commencing said project do so at their own risk and expense. The ARC will not consider the fact that a project has commenced or been completed when making its decision and may require the owner to remove or change at his/her risk and expense any improvement done without prior approval.
7. The "Procedures for fines and suspension of planned community privileges or services" NC General Statutes 47F-3-107.1 will be followed.
8. If a member of the ARC is an applicant, that member will not participate in any manner or form in the decision or voting on that application.
9. Policies and procedures adopted by the ARC and approved by the board, will be posted on the HOA Website.
10. The ARC will use the aesthetic judgement of its members in the review and approval process. In accordance with the *Declaration of Covenants, Conditions and Restrictions for Lakeside Meadows,*

Article XI, Section 8 Agreement to Encourage Resolution of Disputes Without Litigation, is not applicable to "matters of aesthetic judgement under Article VI…"

Procedures for Requesting Approval

Step 1: Application

The homeowner contacts the HOA to request an architectural application or downloads the form from the HOA website. The homeowner than completes the application, attaching documentation as needed, and delivers it by hand, U.S. mail, email or private delivery service to the HOA official address.

Step 2: Review

The ARC acknowledges receipt of the application to the applicant within three days of receipt.

The ARC meets to review the application and renders a decision within thirty (30) days of the acknowledged receipt of the application. The decision is sent to the applicant by U.S. mail or email. If the decision is a refusal to approve, reasons will be stated.

During the review period the ARC may request to meet with the applicant to give an opportunity for clarification of the application

Step 3: Resubmission

If an application is denied, it may be resubmitted for one additional review for the same project, with changes, whether those changes were suggested by the ARC or not. Return to Step 1 to resubmit.