

We are implanting a procedure in our community to ensure that any changes done by unit owners affecting the outside appearance of their unit are both consistent with our standards and meet the code requirements of our area.

In the vast majority of cases these changes are in replacing windows, sliders and storm shutters. To expedite the process we have appointed an Architectural Review Board (ARC) made up of Dr. Steve Kempf, Randy Smedley and Tom Ewing. This group is responsible to recommend actions to the board on requested changes as well as inspecting the final changes as necessary post BOD approval and installation to ensure the standards were maintained.

In an effort to expedite the process the ARC group has developed the attached form. Please use this form for any requested changes affecting the outward appearance of our buildings. Inside changes do not require approval. Completed forms should be sent to our management company as indicated on the form for consideration.

Thanks for your help. We want to maintain a consist look for our facilities and maintain property values without installing onerous controls.