

APPLICATION AND REVIEW PROCEDURES Application and review procedures followed by the ARC Committee are detailed below.

1. Applications. All applications for proposed modifications, additions or improvements must be submitted in writing using the application form authorized by the association. A copy of this form is available from the association and at the end of this document. Applications must be complete in order to commence the review process. Incomplete applications will be returned to the applicant with a statement of deficiencies which must be remedied in order to be considered for review. Unless notified to the contrary, Owners should submit applications to the following address: Brian@sunstatemanagement.com
2. Supporting Documentation. The application must include a complete and accurate description of the proposed improvement(s). In order to permit evaluation by the ARC Committee, supporting exhibits will frequently be required. Examples include: an official record plat showing the location and dimensions of the proposed improvement; architectural drawings or plans, as applicable; landscape plan; material and/or color samples, etc. Photographs of existing conditions and surrounding areas (if applicable) are encouraged in order to assist the Committee with its review.
3. Time Frame for Completion of the Review. The ARC Committee is required to approve or disapprove any proposed improvement within thirty (30) days after the receipt of a properly completed application. However, the review period will only commence upon the receipt of a complete application form, including any required exhibits. It is therefore advisable for Owners contemplating substantial improvements to first ensure that they are aware of all required supporting documentation prior to submitting an ARC application. In the event that the Committee fails to act within the thirty (30), an application will be automatically referred to the Board of Directors for a decision. The Board of Directors must respond within fifteen (15) days after the expiration of the original thirty (30) day period, following receipt of a properly completed application. If no approval, denial, or request for more information is given after sixty (60) days, then the application is deemed approved.
4. Notice of Approval/Disapproval. Owners who have submitted design review applications will be given written notice of the decision of the ARC Committee. Approval stands for 6 months, if no action is taken on the approved ARC after 6 months a new request must be made.
5. Appeals Procedure. Owners who have submitted design review applications may appeal decisions of the ARC Committee to the ARC Committee and the Board of Directors. An applicant whose application has been denied or modified by the ARC Committee may request reconsideration by the Committee if new or additional information which might clarify the application, or demonstrate its acceptability, can be provided. A request for reconsideration must be submitted in writing within ten (10) days following a decision by the ARC Committee. The ARC Committee shall respond to a request for reconsideration of a decision within thirty (30) days from the date of receipt of such request. A Owner may appeal a decision of the ARC Committee by submitting a written request to the Board of Directors within ten (10) days after the date of an action by the ARC Committee. This request should include any new or additional

information which might clarify the requested change or demonstrate its acceptability. The Board may, at its discretion, conduct an informal hearing related to the appeal. Such hearing must be convened at the next scheduled meeting of the Board of Directors which occurs more than ten (10) days after receipt of the appeal by the Board. The Board of Directors must consider an appeal and respond in writing to the applicant within sixty (60) days following the receipt of an appeal.