



**Bay Pines Homeowners Association (HOA)  
Board of Directors  
Policy Proposal for the  
Architectural Review Committee (ARC)**

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**WHEREAS**, Article III, Section 1 of the CC&Rs gives the Board of Directors the powers and duties necessary to conduct the affairs of the Association and to make such rules and regulations as the Directors deem in the best interests of the Association; and

**WHEREAS**, for the convenience of all residents, the Board wishes to establish Architectural Review Committee policies and procedures so that it may fairly and consistently enforce the governing documents; and

**NOW, THEREFORE BE IT RESOLVED** the following ARC policies and procedures will become effective on **14 June 2017**; as adopted by the Board on 13 June 2017.

Contents for the ARC Policies and Procedures include the following:

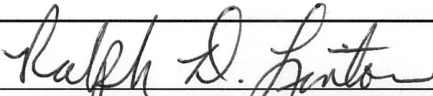
1. On August 31, 2015, the Board of Directors launched a website ([www.baypineshoa.org](http://www.baypineshoa.org)) dedicated to the members of the Bay Pines Homeowners Association and residents of the Bay Pines Subdivision. This website includes the requirements for securing advance approval; request forms used to submit an improvement or change; and, guidelines for the submission process.
2. Members and residents are required to obtain advance approval for improvements and changes to his/her property that will be visible by or cause an impact to neighbors, such as fences, storage buildings, driveway modifications, new color of paint, certain landscaping, etc.  
Note: For a complete list of items requiring advance approval, refer to the Covenants Summary page of the website as well as to the legal documents which govern the Bay Pines Homeowners Association.
3. If advance approval is required, a member or resident must complete all sections of the ARC Improvements/Changes Request Form which includes attaching a diagram of the lot indicating home placement and the highlighted location of the improvement or change.  
Notes:
  - a) A copy of the ARC Improvements/Changes Request Form can be obtained by accessing the Documents, Minutes & Forms page of the website or by requesting a form from a member of the ARC.
  - b) A substitute form, letter, or an email may be submitted, given all of the required information necessary for the ARC to consider the request is provided.
  - c) Work must not be started or performed prior to receiving an approval from the ARC.
  - d) A member or resident should remember to include the time required to complete the ARC process in his/her project timeline.
4. There are additional instructions included on the ARC Improvements/Changes Request Form related to the two (2) means of documentation submission, i.e. submit the form and supporting documentation by either email or by regular mail.
5. Once received the ARC Chairman will record the receipt of the completed request form and forward it, along with the required supporting documentation, to the members of the ARC to consider.
6. Each member of the ARC will respond to the ARC Chairman with their decision or with a request for additional information or for clarification from the member or resident.
7. Once two-thirds (2/3) of the ARC members provides a response to the ARC Chairman, the ARC Chairman will communicate the decision to the member or resident based on the preferred method of notification, i.e. by email, letter, or telephone, as indicated on the request form.

Notes:

- a) In most cases, requests will be reviewed and responded to within 48 hours from the date of submission, depending on the complexity of the improvement or change.
  - b) For expedited needs or help with the submission of the ARC Improvements/Changes Request Form, contact the ARC Chairman.
8. During the review process, the ARC may require changes to the request form before a final decision can be provided. If changes are necessary, the member or resident will be required to update or change the original request form and submit it to the ARC Chairman for another review to confirm an accurate exchange of information related to any necessary changes as well as for documentation purposes. Once the changes are confirmed, the member or resident will receive a response from the ARC (via the ARC Chairman).
9. The ARC Chairman will provide monthly or periodic reporting to the Secretary, Bay Pines HOA, which will be documented within the minutes of the Board of Directors Meetings.

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By:



Ralph D. Linton, Secretary, Bay Pines HOA

Date:

13 June 2017