

Palmira Golf & Country Club Homeowners Association  
Architectural Review Committee  
Operation Guidelines  
May 1, 2011

The Palmira Architectural Review Committee (ARC) is established in PG&CC MHOA covenants Article III, Section D, pages 20-23 (identified as an Architectural Design Control Committee). The Palmira MHOA delegates to the Palmira ARC the roles outlined in the Covenants document and this Operations Guideline. The guideline document is created to establish ARC operations guidance and expectations for the Palmira community. The Design Review Guideline (DRG) for the Palmira Golf & Country Club provides the design criteria for the ARC reviews.

A. General

1. The Palmira ARC shall meet the same day or just prior to the Palmira MHOA Board meeting if there are pending agenda items for the ARC.
2. Other meeting times may be scheduled by the Chair if faster response or special handling is required.
3. The Palmira ARC members shall elect a Chair once a year.
4. The Palmira MHOA Property Manager shall act as ARC Secretary and contact point for the Palmira ARC.
5. The Palmira ARC may contract for appropriate consulting review when needed and pass on the fees to the builder/homeowner.
  - a. As of July 1, 2011 the Design Review fee shall be \$500 for the review of a document package by professional architects/engineers.
  - b. Partial documentation submittals shall generate additional review costs. Each additional submittal of document(s) shall incur an additional \$250 fee to cover two hours of independent professional review. Changes requested by the ARC shall be exempt from the additional fee.

B. The Palmira ARC shall coordinate with neighborhood HOA officers regarding review requests.

1. For neighborhoods with a formal neighborhood ARC review requirement
  - a. The dual ARC process shall be done serially
  - b. The neighborhood ARC review shall occur first
  - c. The homeowner shall provide a copy of the neighborhood review decision to the Palmira ARC as part of the review request documentation.
  - d. The Palmira ARC documentation package shall be considered an incomplete request until the neighborhood review decision arrives.
  - e. If the neighborhood review decision conveys approval then the Palmira ARC will conduct its review
  - f. If the neighborhood review decision is a denial then the Palmira ARC will terminate the review, notify the homeowner in writing, and encourage neighborhood discussions. The Palmira request shall be put on hold (maximum

6 months) until the homeowner or neighborhood officers indicate that the reasons for denial have been corrected.

2. For neighborhoods without a formal neighborhood ARC review requirement.
  - a. The Property Manager will notify the neighborhood HOA officers of the review request.
  - b. The notice is not a request for approval but is a query for issues or concerns that may exist in the neighborhood.
  - c. Neighborhood HOA officers may identify issues or concerns if any exist.
  - d. If there are no issues or concerns then the Palmira ARC will continue with the review process.
  - e. If issues or concerns arise then the Palmira ARC will notify the homeowner and encourage that they be discussed at the neighborhood level. The Palmira request shall be put on hold until the homeowner or neighborhood officers indicate that the concerns are cleared up.
  - f. An impasse in the neighborhood discussion may be brought to the Palmira ARC as an appeal.

C. The Palmira ARC shall apply the following list of inclusions and exclusions in their review program. Depending on the circumstances the lists may include other items

1. Palmira ARC inclusions shall include the following.
  - a. All new building construction.
  - b. All external remodeling of a building.
  - c. All external landscape redesign.
  - d. All requests for variances and exceptions within the Palmira community.
2. Palmira ARC exclusions shall include the following.
  - a. All property maintenance within an existing approved ARC plan.
  - b. All property repair of structure or landscape within an existing approved ARC plan.
  - c. All internal remodeling of a structure.

D. The Palmira ARC shall fulfill the role identified in the Palmira MHOA covenant document. The committee shall review selected routine actions by the Palmira MHOA Property Manager while still retaining the remaining items for its action.

1. The Palmira ARC retains the review, discussion, and approve/disapprove authority for the following:
  - a. New buildings, construction, foot print, water flow.
  - b. Remodeling/additions, structure footprint, water flow, structure appendages such as generators or propane tanks.
  - c. Variances, exceptions to Palmira ARC design documents.
  - d. Complaints and appeals.
2. The Palmira ARC shall modify/create documents as appropriate for approval by the Palmira MHOA.
  - a. Change the Palmira ARC operating guidelines (in effect on July 1, 2010).

- b. Change the Design Guideline for the Palmira Golf & Country Club (in effect on July 1, 2010).
    - c. Change the Palmira landscaping guidelines (in effect on July 1, 2010) for new or redesigned landscape.
  - 3. The Palmira ARC may grant, withdraw, or declare an exception to the authority granted to the property manager or consultants as appropriate.
  - 4. If the ARC is to consider changes to the documents the affected neighborhood HOAs shall be notified via an ARC report at a Palmira Board meeting.
  
- E. The Palmira ARC shall review routine actions by the Palmira MHOA property manager to improve response time for the homeowner. Approvals shall follow Palmira ARC guidelines where provided and ARC accepted neighborhood guidelines.
  - 1. The Palmira ARC delegates to the Palmira MHOA property manager the following for review and approval.
    - a. Repainting of houses and color selection using Palmira ARC and published neighborhood guidelines.
    - b. Landscapes redesign using Palmira ARC Design Review Guide.
    - c. Replacement/ addition of gutters and hurricane shutters using Design Review Guidelines.
    - d. Mailbox, lighting, satellite dish, screen doors using ARC accepted neighborhood guidelines.
  - 2. The Palmira MHOA property manager shall report on actions taken at the next Palmira ARC meeting.
  
- F. The Palmira ARC shall not be involved in routine landscape replacement or adjustments issues and shall leave those to the province of the neighborhood HOA.
  - 1. Each neighborhood shall draft and publish guidelines for landscaping adjustments, disaster recovery, and maintenance level expectations for buildings and landscape. The purpose is to establish expectations for homeowners and HOA Boards. A copy shall be electronically sent to the ARC for review and acceptance to insure compliance with the Palmira Design Review guidelines.
  - 2. When the Palmira ARC conducts a review it will include the ARC accepted neighborhood published guidelines. If a neighborhood HOA does not provide the guidelines then it is an indication that the neighborhood HOA does not wish to have any guidelines considered in ARC reviews.
  
- G. The ARC shall follow a two step review process – Initial Review and Final Review. The ARC shall not provide partial approvals.
  - 1. The Initial Review
    - a. New homes and major structural remodeling shall require quality formal documentation as specified in the Design Review Guidelines (building and landscape blueprints, drainage studies, etc.) which shall be submitted for the consulting architect’s review and comment process.

- b. Remodeling projects which do not require major structural changes may require less formal documentation (pencil drawings or written descriptions).
    - 1). The specific documentation quality and type shall be project dependent
    - 2). Each project's requirement is a standalone decision.
    - 3). A consulting architect's review is optional depending on the type of project.
  - c. Status letters or electronic documents shall be sent to apprise the builder/homeowner of the status with an incomplete documents list. No approval shall be indicated during this phase. During this phase ARC meetings are not required unless a controversial issue shall arise.
  - d. During this time ARC members or interested Palmira homeowners may review the submitted documents within the Property Managers Office. Appropriate comments may be shared with the ARC members or Property Manager.
  - e. The Property Manager shall notify the neighborhood HOA officers when a project has been submitted for review.
  - f. The Construction Application and deposit must be provided prior to the Final Review phase and subsequent ARC approval. ARC requests approved by the HOA Property Manager are excluded from this requirement.
  - g. The construction deposit shall be 1% of the project contract (rounded to thousands) with a minimum of \$1,000 and a maximum of \$10,000. The deposit may be used to defray costs incurred to repair damage, clean sites, and cover penalties incurred but not fixed by the builder.
  - h. A builder may appeal for relief from the construction deposit for good cause (e.g. multiple houses under construction at the same time).
2. The Final Review phase conducted by the ARC will occur when all material is provided by the homeowner/builder. ARC actions will be provided to the builder/homeowner in writing or by electronic document.
3. During the course of the project's construction complaints regarding damage, unapproved activities, or covenant violations shall be heard by the ARC.
- a. The ARC Chair and/or HOA property manager may attempt to rectify the issue through normal discussions with the homeowner/builder. Impasses or lack of response to reasonable attempts at resolution shall be brought to the ARC with formal notice to the homeowner/builder.
  - b. The case shall be documented and shared with the parties involved. The ARC in open meeting shall review the case and may authorize damage repair and/or penalties to be charged to the builder's deposit.
  - c. The Property Manger shall provide written or electronic notice of gate lockout to the homeowner/builder involved for any construction without Palmira ARC approval. The Property Manager may then lock out contractors, subcontractors, and suppliers who are accessing a site that has construction in progress without Palmira ARC approval. All ARC actions shall be sent to the builder/homeowner in writing or electronic document.

H. The Palmira MHOA Property Manager.

1. Shall be the custodian of records, meeting minutes, and submitted documents to the committee.
2. The Palmira ARC minutes shall include ARC actions and a list of the Palmira MHOA property manager actions.
3. Shall insure the Palmira ARC minutes reflect the legal record of actions taken for inquiries.
4. Shall review and create statistics of actions taken by the Palmira ARC.
5. Shall arrange for a foot print check or other checks on the builder/landscaper as required insuring compliance with approved plan.

I. Palmira homeowners may file building/landscape review requests and appeals.

1. Neighborhood decisions – request for decision review or appeal.
  - a. Homeowners may provide additional information, challenges, or plan changes along with a review request by the neighborhood HOA Board.
  - b. Homeowners may appeal a neighborhood decision at the next level which is the Palmira ARC.
  - c. Homeowners may appeal a (in effect July 1, 2010) Palmira ARC decision to the Palmira MHOA.
2. Palmira ARC decisions – request for decision review or appeal.
  - a. Homeowners may provide additional information, challenges, or plan changes along with a review request by the Palmira ARC.
  - b. Homeowners may appeal a Palmira ARC decision to the Palmira MHOA Board.
3. All review requests and appeals shall be in writing with supporting details rational and details provided.
4. The homeowner(s) may attend the meetings and speak to their issues related to the agenda items.