

BURNT STORE LAKES PROPERTY OWNERS ASSOCIATION

RULES AND REGULATIONS GOVERNING

ARCHITECTURAL REVIEW

WHEREAS Section 7 of the Bylaws provides for an Architectural Review Committee and the carrying out of its business and Section 5 of the Amended and Restated Declaration of Restrictions for Section 21 (Burnt Store Lakes) further defines the role of the ARC, Development Wide Standards, and Architectural guidelines and policies with final approval of any applications by the Board of Directors during scheduled monthly Board Meetings.

WHEREAS The Board of Directors believes it is in the best interest of the Association to adopt rules, as contemplated by the above-referenced Bylaws and Declaration.

NOW THEREFORE the following rules regarding Architectural Review are adopted.

1. All submissions of documents as specified in the appropriate BSLPOA Construction Application shall be sent or delivered to the Association's office and date stamped upon receipt.
2. The Association's Manager/CAM shall review the application package for completeness. If any documentation is missing, the property owner and their contractor will be informed in writing what items are missing and that the review process will be delayed until all required documents are submitted.
3. The ARC will review the documents based on Section 5 of The Amended and Restated Declaration of Restrictions as well as the required specifications listed in the BSLPOA New Construction Packet and any other construction applications or related governing documents. It is the ARC's responsibility to ensure the BSLPOA governing documents are followed as they apply to new homes/buildings, additions to current residences or any other construction requiring BSLPOA approval.
4. At each regularly scheduled Board meeting (except for the Annual Meeting), the assigned Board Liaison will present the ARC's recommendations for approval. Sufficient documentation will have been made available to the Board members to enable them to review and approve/disapprove the submissions.
5. Any revisions to the originally submitted and approved construction application (documentation, etc.) must be re-submitted to the ARC for consideration and subsequent Board approval.
6. Upon request, the building plans provided to the Association shall be returned to the property owner after the Final Certificate of Occupancy is granted and the 'As-Built Survey' is received. The request should be made within thirty (30) days of receipt of these documents.

The following chart illustrates an overview of the Burnt Store Lakes Property Owners' Association ARC Process.

Burnt Store Lakes Property Owners' Association

ARC Process

