

The following detailed step-by-step guide outlines the procedure for homeowners to submit an Architectural Review Committee (ARC) request, how the ARC evaluates such requests, and the process of appeal in case of denial. This guide ensures that homeowners understand their responsibilities and options throughout the process.

### **Step 1: Gather Required Documentation**

Before submitting an ARC request, the homeowner must gather and prepare the following:

1. **Completed ARC Request Form:** Use the official ARC request form, which can be obtained from the ARC or HOA President.
2. **Project Details:** Include detailed plans and specifications of the proposed architectural or landscape change. This should include:
  - Description of changes (e.g., type of structure, materials, colors, and dimensions).
  - Sketches, blueprints, or photos of the project.
  - Location of the project on the property (plot plan or site plan).
3. **Neighbor Notification:** Depending on the type of project, the ARC may require signatures from adjoining neighbors indicating awareness or consent for the project.

### **Step 2: Submit the ARC Request**

1. Submit the completed ARC request form along with the required attachments to a member of the ARC.
  - **Method of submission:** Homeowners are strongly advised to deliver the forms in person or email to ensure timely receipt.
  - **Timing:** The 30-day period for review begins once the ARC receives the complete and legible submission.

### **Step 3: ARC Review Process**

1. **Initial Review:** Once the request is received, the ARC will review it to ensure that it complies with the Chandler Point HOA Covenants, Conditions, and Restrictions (CC&Rs), as well as the ARC Guidelines.
  - If needed, the ARC may contact the homeowner for additional information.
2. **Neighbor Input:** The ARC may request feedback from neighboring property owners if the project could impact them. If no concerns are reported within a set period, the request may proceed.
3. **Decision:** The ARC has 30 days to approve, approve with conditions, or deny the request. If the ARC does not respond within 30 days, the request is automatically approved.

#### **Step 4: Receiving the ARC Decision**

1. **Approval:** If the ARC approves the request, the homeowner will receive an approval letter with any relevant conditions for construction or modifications.
  - **Conditions:** The approval letter may include specific conditions that must be followed, such as submitting further details before beginning construction or notifying the ARC upon project completion.
2. **Denial:** If the ARC denies the request, the homeowner will receive a written disapproval notice detailing the reasons for the denial.

#### **Step 5: Homeowner Appeal Process**

If the ARC denies the request, homeowners have the right to appeal the decision to the Chandler Point HOA Board of Directors. Here's how to proceed:

1. **Submit a Written Appeal:**
  - The homeowner must submit a written appeal to the Board of Directors explaining why the denial should be reconsidered.
  - Include any additional information, documentation, or clarification to support the request.
2. **Board Review:**
  - The Board of Directors will review the appeal and may meet with the homeowner to discuss it further.
  - Homeowners may request to be added to the agenda for the next scheduled public board meeting to present their case.
    - i. The board will also hear from the ARC during this meeting.
3. **Board Decision:**
  - The Board holds the final authority on all ARC decisions and can choose to uphold the ARC's decision or approve the request.

#### **Step 6: Further Action After an Appeal**

1. If the homeowner's appeal is unsuccessful, they may not undertake the proposed modifications without Board approval.
2. Any work done without proper ARC approval could result in penalties, including daily fines until the violation is corrected.

#### **Important Notes:**

- **Work Without Approval:** No construction or alterations may begin until the homeowner has received written approval. Homeowners who proceed without approval do so at their own risk, and the ARC or Board may take enforcement action.
- **Compliance with County Permits:** Homeowners are responsible for obtaining any necessary county permits, and ARC approval does not supersede Anne Arundel County regulations.

This process ensures that homeowners are fully informed and compliant with HOA guidelines while maintaining the appearance and harmony of the Chandler Point community.