

Owners Association of Sunset Village, Inc.

Owner's Construction or Property Improvement and Modification Approval Process

Policy:

All new construction or improvements and modifications to an Owner's property as listed below shall be reviewed by the ARC and a recommendation made to the Board for approval, or disapproval within 30 days of completed application or request.

1. All New Construction Requires ARC review and Board Approval:

2. Improvement or Modification Requiring ARC Review and Board Approval:

- a. Addition of any new structure (i.e. garage, boat barn)
- b. Any modifications/additions to an existing structure (i.e. deck, porch, veranda, attached carport, breezeway, color change)
- c. Addition of swimming pools, patios, and spas
- d. Installation site of solar panels
- e. Removal of any existing trees measuring over 4" in diameter and over 4' tall
- f. Alterations which impact land preservation, water management, grading or the impervious/pervious ratio (i.e. paving, drainage solutions, lot clearing)

3. Modification or Improvement Not Requiring ARC Review or Board Approval:

- a. Laying sod, pine straw, mulch, and oyster shells
- b. Pavers or other material being installed to trim a rock/gravel driveway
- c. Planting flowers, bushes, and trees. Please review the Plant Palette on the Association's website to prevent the introduction of invasive species.
- d. Please consult with the ARC for items not listed on Plant Palette before proceeding.

4. Non-Listed Improvements:

- a. Owners should consult the ARC on whether a planned non-listed improvement needs ARC review.

Process:

The Board's approval or disapproval of new construction and/or improvements and modifications to a Lot will be done at the regular quarterly Board meeting or the annual meeting. The Association's CCRs have a 30-day requirement for approval or disapproval which could result in the need for a special Board meeting between regularly scheduled Board meetings.

Once a completed application for new construction with no contingencies or a request for an improvement and modification is received, the ARC should review and make a recommendation to the Board for approval or disapproval at least 3 days prior to the next Board meeting. The ARC should include with their recommendation, the application, plans, and a review checklist for new construction and the Owners written request for improvements and modifications.

If the date the ARC forwards the request to the Board members is within 15 days of the next scheduled Board meeting, then the request will be approved or disapproved at the next scheduled meeting.

If the date the ARC forwards the request to the Board members is more than 15 days prior to the next scheduled Board meeting, then a special meeting should be scheduled to approve or disapprove the request. The ARC is encouraged to ask the Owners if they will waive the 30-day requirement to avoid a special Board meeting.

If a special Board Meeting is necessary, the Association's Secretary will provide a notice of the meeting at least 7 days prior to the meeting as follows:

- Email opt-in Owners.
- Post an announcement on the Association's website.
- Post a notice on the Association's Facebook page and post the agenda.
- Put a sign in a conspicuous place announcing the meeting.

All notification should include the meeting date, time, and location.

Opt-in email should include an agenda or referencing Association's website for agenda.

Facebook notification should reference Association's website for agenda.