

# THE DESIGN REVIEW PROCESS

This Handbook is divided into two major sections. *Exterior Alterations Requiring Applications and Exterior Alterations Not Requiring Applications*. For all alterations listed under *Exterior Alterations Not Requiring Applications*, simple compliance with all stated guidelines shall constitute approval. For all other alterations, whether specific guidelines are listed or not, an application is required. Appendix A contains Standards, for which there is an abbreviated application process.

You may obtain a Design Review Application from the Proprietary office. Completed applications are due at the Proprietary Office on the first of the month in order to be reviewed that month. In order to be considered, your application must be complete and include all information specified on the application form (including signatures of your four most affected neighbors<sup>1</sup>), any checklist, and in the relevant guideline subsection of this Handbook. If you are applying for a Standard, see Appendix A.

After the DRC Coordinator has checked your application for completeness, it is sent to your Neighborhood Advisory Council (NAC) for preliminary review. Your presence at the NAC meeting may help if any clarification of your application is required. The NAC reviews the application and makes site visits, with special emphasis on how the proposed alteration would fit in with the architecture and environment of your neighborhood as well as any special concerns neighbors may have. The NAC records its ruling and forwards the application for DRC review. Homeowners who are aggrieved by the NAC ruling may file an appeal to the DRC within ten (10) days after the NAC meeting.

Each DRC member receives a complete set of all applications. DRC members are responsible for thoroughly reviewing each application and, if necessary, viewing the location of the proposed alteration. At their monthly meeting, DRC members will hear any concerns of the NAC or any homeowners. If you are proposing a large or complex alteration, you may find it helpful to attend the meeting at which your application is being considered.

After listening to and questioning any concerned NAC members or homeowners (including yourself), the DRC will discuss the application and vote. In its discussion and vote, the DRC takes into consideration: the requirements of the covenants; the requirements of the specific guidelines and other general guidance provided in this Handbook; the NAC ruling; and the concerns of any homeowners.

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<sup>1</sup> However, signatures on the application do NOT denote approval by your neighbor, rather awareness that an applicant has applied for an alteration.

If you, as an applicant or as an aggrieved homeowner, are unsatisfied with the DRC's ruling, you may file an appeal to the Board of Directors within ten (10) days after the DRC meeting. The Board will then review an appeal (which may be either written or in person) at its regular meeting the following month or at a specially scheduled architectural meeting shortly thereafter.

After each meeting where your application is considered, you will be notified in writing of the outcome, except in the case of NAC approvals. Any approval is given with the assumption the improvement/ modification is done within the boundaries of the applicant's property.

**Please do not begin alteration of your property until the final approval has been given** (the eleventh day after the DRC meeting or, if an appeal to the DRC ruling has been filed, after the Board of Directors has approved the application.) If an appeal to the Board of Directors results in denial, that decision is final and you may not proceed with the alteration.