

RiverPlace at Summer Beach Property Owners Association, Inc.

Policies and Procedures

Name of Policy: Architectural Review Board

Policy Number: RP 9

Date: Revised 10 15 15

Reference to CCR's: I A 2 25, II E 2, IV F 4, VI, VII A G I L T U, VIII B I G

General: The Architectural Review Board (ARB) has control over all landscaping and improvements to all parts of the property except for the interiors of buildings not seen from the outside. No new construction of, or modification to, any such improvement or landscaping feature shall be undertaken on any parcel unless a plan is approved in writing by the ARB, or the ARB or RiverPlace Board of Directors has put in place a policy that would obviate the need for such a plan in a specific case. (See the RiverPlace Landscape and Maintenance policies. Any questions as to the need for ARB approval of a project and any emergency requirements should be referred to the Property Manager. See RiverPlace contractor contact list for contact information.)

Procedures

Application: Property owner submits an application to the Property Manager (see Application Form – attached) for improvement to ARB, to include the following documents (two copies):

1. Construction plans and specifications - including any landscaping
2. Elevation or rendering of proposed improvement (if applicable)
3. Samples of materials or paint colors
4. Anything else ARB has deemed appropriate based on specific policies relevant to the type of request.

Review Fee: The property owner may be required to submit a review fee if the Association incurs an expense for a professional review of the applicant's request.

Approval/Disapproval: The ARB generally schedules meetings four times annually. The schedule is available from the Property Manager. Emergency requests should be referred to the Property Manager. Additional meetings may be scheduled at the discretion of the ARB. Applications must be received at least two weeks before a scheduled ARB meeting. The ARB will respond to requests within 30 days of the consideration, at a formal ARB meeting, of a properly prepared and submitted request.

Compliance Binder: Property owner to submit a construction compliance binder (10% of the total project cost unless decided otherwise by ARB))

Purpose - Binder intended to insure the owner and contractors comply with ARB-approved plans, the Declaration of C,C&Rs, any rules or regulations of ARB and satisfactory completion of improvements.

Inspections: ARB may perform periodic inspections and may cause projects to be suspended or cancelled if they are not proceeding according to plan.

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Certificates: Owner to submit copies of Certificate of Occupancy (if advised by the contractor as necessary to meet local regulations) and contractor's certificate certifying that the improvements are constructed in accordance with ARB approved plans and specifications.

Final Inspection: ARB to perform final inspection to insure compliance with approved plans and specifications, and any guidelines of ARB

Inspection to include streets and curbs for damage, adjacent parcels for damage, debris removed from adjacent parcels, damage to roads, irrigation system, sod, trees, utilities, landscaping, etc.

Return of Binder: If ARB inspection is satisfactory, ARB issues "Sign off Letter" and returns binder amount to owner, less any fees or penalties.

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Application Form:

Date Application Submitted:

Applicant's Name:

Address:

Telephone:

Email:

Documents Submitted – two (2) copies of each:

1. Construction Plans and Specifications (Incl Landscaping) _____
2. Elevation or Rendering of Proposed Improvement _____
3. Samples of Materials or Paint Colors _____
4. Other Deemed Appropriate by ARB _____

\$100.00 Non-Refundable Review Fee Submitted _____

Construction Binder @ 10% of estimated Value of
Relevant Improvement _____

Comments:

Applicant's Signature _____

Notes:

1. All documents, samples, Review Fee and Construction Binder to be submitted to the Property Manager. See RiverPlace contractor contact list for contact information.
Electronic submission of documents is encouraged.
2. Review Fee and Construction Binder should be payable to "RiverPlace at Summer Beach".
3. Construction Binder due at time Owner receives Building Permit (if permit required as advised by the contractor) or prior to the start of the project. Binder to be refunded to Owner within ten (10) days after satisfactory final inspection of improvements by ARB and issuance of Sign-Off Letter by ARB, less any fees or penalties for non-compliance with ARB approved plans and specifications, or charges for damages to common property or adjacent parcels and / or debris removal from same.