

# GREENVILLE OVERLOOK

## ARCHITECTURAL REQUEST PROCESS – SUMMARY

Have a question on what needs to go to the Architectural Review Committee (ARC)? Check out **ARTICLE 3** of the GVOL Declaration of Restrictions at below link.

[http://aspENpropertymgmt.com/aspENpm/document\\_view.asp?id=914](http://aspENpropertymgmt.com/aspENpm/document_view.asp?id=914)

WHEN TO SUBMIT	HOW TO SUBMIT	THE REVIEW PROCESS	THE DECISION PROCESS
<ul style="list-style-type: none"> <li>- Complete the ARC request form for all desired architectural or structural change projects including additions, outdoor fixtures, dwellings, or landscaping projects.</li> <li>- Each submission must include plans specifications including at a minimum: detailed drawings, materials plan, dimensions, landscaping plans.</li> <li>- See Article 3 section 1-3 for additional detail.</li> </ul>	<ul style="list-style-type: none"> <li>- Submit the completed request by <a href="#">email</a> to Aspen Management.</li> <li>- If all the required information is not provided with the request, the request will be returned to the Owner with guidance on what additional information is needed.</li> <li>- Within 1-3 days, Aspen acknowledges receipt, logs and emails request to the ARC Leader.</li> </ul>	<ul style="list-style-type: none"> <li>- Within 2-3 days: ARC reviews the submission and makes a decision to approve, disapprove, or conditionally approve.</li> <li>- The recommendation is sent to the HOA Board President and full Board as an inform OR to resolve issues should the ARC not be able to reach a decision.</li> <li>- Requests are evaluated against all covenants and with the good faith intention to maintain "aesthetic suitability and harmony"</li> <li>- For more detail on the criteria used to evaluate request, see Article 3 section 3, point B.</li> </ul>	<ul style="list-style-type: none"> <li>- Within 2 days, the HOA President informs Aspen of the final recommendation and 1-3 days later, ASPEN management who then notifies the homeowner.</li> <li>- If approved, work may begin, or once contingencies are satisfied.</li> <li>- If disapproved, the work may not be initiated.</li> <li>- If the ARC does not respond to a request it is presumptively disapproved.</li> <li>- If an owner feels a disapproval has been given in an arbitrary or capricious manner, he/she may seek arbitration under the Delaware Uniform Arbitrations Act.</li> <li>- For more details of dispute resolutions see Article 3 section J.</li> </ul>

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## ARCHITECTURAL CHANGES REQUEST PROCESS - FLOWCHART

Link to access ARC Request Form:

[http://aspenspropertymgmt.com/aspenspm/document\\_view.asp?id=921](http://aspenspropertymgmt.com/aspenspm/document_view.asp?id=921)

