

**FOREST BEACH
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**ARCHITECTURAL REVIEW BOARD
POLICIES, PROCEDURES
AND GUIDELINES**

**For Residential
Construction or Remodeling**

ADOPTED BY: Forest Beach Owner's Association, Inc.

EFFECTIVE DATE: January 14, 2001

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PROCEDURES FOR PROCESSING ARB APPLICATIONS

1. Persons who wish to submit an ARB application will contact the office Forest Beach Owner's Association, Inc. (FBOA) will forward or email to the applicant an application form and a schedule that lists fees and compliance deposits.
2. Applicant will forward the FBOA the following:
 - A completed and signed application
 - One set of drawings
 - A check for the applicable review fee made payable to the FBOA
 - A check for any applicable compliance deposit made payable to the FBOA Escrow Fund
3. Upon receipt, FBOA will:
 - Log the application into Architectural Review Board (ARB) files
 - Deposit both the compliance and review fees
 - Forward the drawings and a copy of the application to the ARB Chairperson
 - No submissions will be forwarded without receipt of the; application, drawings, fees and deposits
4. The ARB will review submissions within thirty days of receipt by the office, Decisions regarding approval or rejection will be communicated to the office via fax or email.
5. FBOA will notify the applicant in writing of the ARB decision. Approval letters will be mailed with an approval ticket for posting at the job site. If applicable, approval letters will also contain instructions on how to apply for the return of compliance deposits. Rejection letters will explain the reason for rejection and suggest any follow up action if appropriate. Applications that are rejected may be modified and resubmitted without additional charge, if such resubmission is made within one year of the initial submission.
6. At the conclusion of a project, applicant must request the return of compliance deposits in writing. Upon receipt of the request, FBOA will request the ARB to perform a final inspection of the project. The ARB will notify office personnel via fax or email of any decision regarding final approval:
 - If final approval is received, FBOA will return compliance deposits in full within thirty days.
 - Should final; approval be withheld, FBOA will notify the applicant in writing of corrective action that must be taken. Once such action is taken and approved by the ARB, the compliance deposit will be returned to the applicant within thirty days.

FORFEITURE OF COMPLIANCE DEPOSIT

Compliance deposits may only be forfeited with approval of the **Board** of Directors and under the following conditions.

1. Repeated refusal to comply with plans previously approved by the ARB.
2. Failure to request a refund of a compliance deposit within two years of initial approval. If requests for return of compliance deposits have not been received within two years of initial approval, FBOA will contact the applicant to determine if the work is complete. If work is complete, the applicant will be asked to initiate the final approval process within thirty days. Should this not occur, the applicant would receive a second letter by registered mail, warning that the compliance deposit will be forfeited if the final approval process is not initiated within the next thirty days. At the conclusion of the second thirty-day period, the compliance deposit will be forfeited, subject to Board approval, and the applicant notified of such action. The applicable funds in the escrow account will then be transferred into the regular operating account and be booked as "other income."
3. The FBOA attorney will be consulted prior to the actual forfeiture of any compliance deposits.
4. Projects not completed within two years will be monitored until they are complete.

ARB FEES AND COMPLAINT DEPOSITS – APRIL 2000

SCOPE OF WORK	APPLICATION FEE	COMPLIANCE DEPOSIT
New Residence	\$850.00	\$3,500.00
New Multi-Unit / Commercial	\$2,000.00	\$5,000.00
Covered Addition (Heated)	\$500.00	\$1,000.00
Covered Addition (Unheated)	\$300.00	\$500.00
Uncovered Addition	\$300.00	\$500.00
Pool	\$300.00	\$500.00
Reroofing, Painting, Signs, Fencing, Tree Removal, Landscaping	\$50.00	None

Note: There is no charge for normal maintenance and repairs or repainting a home the same color.