



ARCHITECTURAL REVIEW COMMITTEE

POLICIES AND PROCEDURES

The Architectural Review Committee (ARC) is made up of volunteer members of the Winding Cypress community. The purpose of the Architectural Review Committee is to review Homeowners' proposed exterior home modifications for compliance with stated Architectural Review Guidelines to ensure that all Winding Cypress Homeowners have a well maintained and attractive community where property values remain high. The ARC strives to apply the Architectural Review Guidelines (found on the HOA website) objectively, equitably, and uniformly to each application it receives.

APPLICATION PROCESS

- Homeowner must submit the Architectural Change Form which can be found on the Winding Cypress website (WindingCypress.org) to the Property Manager.
- For the change request to be considered, all required elements must be included with the submission:
 - Architectural Change Form, with all requested information completed
 - Debris and Damage Deposit Check
 - Description/Scope of Work including photos
 - Survey Plot Plan
 - Contractor's Updated License and Insurance
 - License must be valid for at least 60 days from the date of the application.
 - Insurance (General Liability and Workers Compensation) must be valid for at least 60 days from the date of the application and must list Winding Cypress HOA as Certificate Holder.
- Property Manager will confirm that the application is complete when submitted. If any of the above are missing when the application is submitted, the Property Manager should advise the applicant that all information must be provided prior to the next committee meeting, or the application review will be delayed until the following meeting.

ARC REVIEW PROCEDURE

The ARC meets the first and third Mondays of each month (subject to change with notice to the community).

- Meeting date and time must be posted to the community 48 hours prior to the meeting.
- Meetings are open to all Homeowners.
- Minutes are taken at each meeting by a designated committee member.
 - Following each meeting, a draft of the templated minutes is emailed to the committee for review.
 - A final version of the minutes is emailed to the committee with a copy to the Board Liaison and the property manager.
 - A hardcopy of the final minutes is signed by the chairperson at the next ARC meeting and is then sent to the property manager for filing.

Prior to each meeting the ARC receives completed Architectural Change Forms from the Property Manager. If all necessary items are included with the request, the ARC Chairperson enters the application information into an Excel Spreadsheet maintained by the Committee. ARC members then review each request as follows:

- Confirm that all necessary documents are included in the request.
- Check Collier County Property website to confirm that applicant is the property owner.
- Evaluate the request for compliance with the stated guidelines and restrictions in the Architectural Review Guidelines document, the Winding Cypress approved house colors list, and the Winding Cypress approved plants list.
- Approve, Deny, or deem Insufficient as follows:
 - Approve: Homeowner may proceed with the Architectural change.
 - Deny: Homeowner may NOT proceed with the Architectural change.
 - Insufficient: There has not been enough information included in the request for ARC to make an informed decision. The Property Manager or Committee's Board Liaison may contact the Homeowner directly, in writing, to request additional information.
 - Once the additional information has been received, the committee will then review the application *at the next scheduled committee meeting*.

When an approved Architectural change has been completed, Homeowner must submit a request to the HOA for the Debris and Damage Deposit to be returned.

- An ARC member will visit the home to confirm that the work was done as approved.
- If a Collier County permit was required for the project, the permit must be marked "FINALED".

POLICIES

- Committee members are expected to attend all meetings. A member may be asked to resign from the committee if he or she misses 3 consecutive meetings.
- The ARC chair maintains an Excel spreadsheet which includes all pertinent information regarding each change request.
- The committee submits a monthly article with timely information for the Cy-Press newsletter.
- The committee creates a monthly email with timely information to distribute to the Winding Cypress community.
- Communications between the ARC and Homeowners should be in writing with copy of the communication kept in the Homeowner's file. Any verbal communication with Homeowners must be documented by an email confirming the content of the conversation, with a copy of the email placed in the Homeowner's file.
- Decisions by the ARC are to be objective. To help maintain objectivity, an ARC member will recuse him/herself from review of an application of a friend or neighbor.