

Aristida

Aristida Architectural Review Request Procedure

The goal of this procedure is to provide consistency and efficiency of owner modification requests to their property and ensure compliance with the deed restrictions. The deed restrictions provide for a 30-day review process. The Board of Directors strives to complete the process in 15-days or less.

1. Owner uploads their request with all supporting documentation to the Community Portal. If owner is unable to upload the documents the request can be emailed to the Community Manager at andrewg@ameritechmail.com
2. The Property Manager will email the request to the Architectural Review Committee (ARC) members
3. The ARC will review the request and as appropriate take the following actions:
 - a. Make comments and seek clarification
 - b. Request more information
 - c. If appropriate meet with the owners to review the project in person
 - d. Ask for modifications to the request
4. After the ARC review is complete the ARC Chairperson will notify the property manager of the recommendation for approval or denial. Property manager will notify the Board of Directors
5. The Board of Directors will approve or deny the request
6. Property manager will notify the owner of the decision
7. At the next regular scheduled board meeting Property Manager will place each request and the majority decision from the request on the consent portion of the meeting agenda for ratification.