

# **Lucerne Lakes Homeowners Association, Inc.**

## **Architectural Review Committee**

### **Procedures**

The Homeowners Association has By-Laws as well as Covenants and Restrictions that must be accepted by prospective and current homeowner within the boundaries of Lucerne Lakes Homeowners Association. This document is intending to identify the procedure to approve an Architectural application.

#### **Definitions**

GRS: The current Firm representing and under contract to the HOA for Financial and Administrative Services.

Homeowner: The legal owner of the property as filed on the deed and recorded in the Palm Beach County Clerk's Office.

HOA: All encompassing in reference to the Lucerne Lakes Homeowners Association, LLC and their Board of Directors and Officers.

ARC: The Architectural Review Committee who approves exterior improvements, modifications or alterations.

Lawyer: The current legal firm representing of the HOA.

Chairman: The Chairman of the ARC who handles the application in accordance with HOA By -Laws and Policies.

#### **Procedures**

- ◆ The ARC acts independent of the Board of Directors. The purpose is to approve any improvement or maintenance that affects the exterior appearance of the property.
- ◆ The ARC consists of at least 3 Homeowners and one of which is the Chairman.
- ◆ The Committee will conduct meetings twice a month as scheduled by the Committee. Meetings will be published with at least 48 hours notice of posting the agenda. Meeting minutes will be prepared and filed with GRS.
- ◆ The ARC forms are available on the GRS portal and in the clubhouse. Duplicates are submitted to the Chairman.
- ◆ GRS or the Chairman receives an application, in duplicate, and verifies adequate information is included. Upon receipt of a complete application, the Chairman distributes to Committee members and calls for a meeting of the review committee or awaits the next scheduled meeting.
- ◆ Ample time is allowed for the Committee to review and make site visits if necessary.
- ◆ The Committee meeting is to determine applicability of color choices, sizes, materials and any other issue that the application may raise to conform to the rules and character of the neighborhood.

- ◆ If more information is needed, the homeowner will be advised and the process shall continue at a future meeting when information requested has been received. A pending approval may be given awaiting follow up information and when it is received, an assembly of the committee may not be required for approval.
- ◆ When approved, one copy is provided the homeowner and one copy is provided to GRS for filing.
- ◆ A report will be prepared for presentation at the next Board of Director's meeting.
- ◆ Homeowners who do not comply with the ARC process will be requested to comply by the ARC Chair. Need for further action will be referred to the Board of Directors.

