

# **Architectural Review Process**

## **Introduction: Overview**

### ***General Guidelines & Procedures***

*for*

### **Ranch Estates & Ranch Acres**

#### ***Overview of the Architectural Review Process:***

##### **A) ARB Committee Chairman responsibilities:**

- 1) The Chairman shall ensure routine Committee meetings are established and conduct all meetings with the agenda to include, but not limited to, the following items:

- Roll Call with verification of a quorum
- Approval of Minutes of preceding meeting
- Unfinished Business
- New Business

- 2) After receiving notification of a new ARB application from the RCPOA Management Company, the Chairman shall determine if the routinely scheduled ARB Committee meeting is outside the parameters of ensuring a 30 day response to the property owner. In such cases, the Chairman shall notify each Committee member and the ARB Liason to arrange a non-scheduled ARB Committee meeting.
- 3) The Chairman shall communicate in writing to the RCPOA Management Company, information associated with the outcome of ARB applications and the plan review. All written communication to the property owner prepared by RCPOA Management will be then be reviewed & approved by the ARB Chairman & ARB Liason prior to the RCPOA Management sending the notification letter to the property owner. The RCPOA Management then notifies the property owner of ARB approval or disapproval within 30 calendar days following the receipt of an application for review. Verbal communication directly to a property owner regarding ARB findings by ARB Committee members or the RCPOA Management Company is unacceptable and is to be avoided.
- 4) For each application, the Chairman maintains a file of all written communication associated with Committee activities; Minute Book entries, letters to and from the Management Company, letters and reports to the RCPOA Board of Directors, one set of plans and the original application for each application submitted and all forms used by the Committee to document the plan review and follow-up action required.
- 5) The Chairman shall report ARB Committee activities at each RCPOA Board of Directors by the submission of ARB Minutes. The Chairman shall also give a verbal report at the RCPOA Annual Meeting. This report will include a summary of applications submitted and approved by ARB for the calendar year.

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## **Introduction: Overview**

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#### ***Overview of the Architectural Review Process: (continued)***

##### **B) ARB Committee members are responsible to jointly:**

- 1) Review all proposed structural and landscape plans for:
  - New residential structures
  - Existing residential structures
  - All types of outbuildings, fences and drainage structures, including culverts.
  
- 2) Conduct plan review based on the Covenants and Deed Restrictions for Ranch Estates and Ranch Acres, respectively, as well as RCPOA Architectural Control Guidelines. Because Ranch Estates and Ranch Acres Covenants & Deed Restrictions differ from one another, the Committee shall use the Covenants & Deed Restrictions appropriate to the property owner's address.
  
- 3) Assess the harmonious relationship among structures, the natural vegetation and topography as it relates to the community.
  
- 4) Utilize a consistent process to objectively review plans in a timely manor and facilitate written communication through the RCPOA Management Company to the property owner seeking plan approval within 30 days of the application date.
  
- 5) All approved plans shall bear an approval stamp to include the date and signatures of the ARB Committee members and the ARB Liason.

Adopted: 02-16-04

Revised: 06-28-04

# **Architectural Review Board**

## **General Administrative Guidelines & Procedures**

*for*

### ***Ranch Estates & Ranch Acres***

#### **Terminology:**

- ~ Reference to the Architectural Review Board will be abbreviated as ARB.
- ~ Reference to the Ranch Colony Property Owners Association will be abbreviated as RCPOA.
- ~ The binding documents for Ranch Estates refers to the community as Ranch Colony and no specific reference is made to Ranch Estates. Although there is no legal entity known as Ranch Estates, this minimum 20 acre community is commonly referred to as Ranch Estates and will be referred to as such, throughout ARB Guidelines and Procedures.
- ~ The binding documents for Ranch Acres give specific reference to Ranch Acres as a designated community within Ranch Colony.
- ~ Reference to ARB (Architectural Review Board) and ARC (Architectural Review Committee) in legal documents are considered the same entity & will be referred to as the ARB throughout Guidelines and Procedures.
- ~ ARB Liason is a member of the RCPOA Board of Directors designated by the RCPOA Board of Directors to be the liason between the RCPOA Board and the ARB.

#### **Section 1**

##### **Purpose:**

- ~ To maintain a harmonious relationship among structures, the natural vegetation and topography. Thereby, preserving and enhancing property values within the communities of Ranch Estates and Ranch Acres.

# **Architectural Review Board**

## **General Administrative Guidelines & Procedures**

### **Section 2**

#### **Duties:**

- ~ Under the direction of the Ranch Colony Property Owners Association (RCPOA) Board of Directors, regulate the external design, appearance, location and maintenance of Ranch Estates and Ranch Acres residential properties and of improvements thereon. Regulation of such, is based on the Covenants and Deed Restrictions for Ranch Estates and Ranch Acres, respectively, as well as the RCPOA Architectural Control Guidelines.

### **Section 3**

#### **Administrative Structure:**

- ~ The ARB serves "at the pleasure" of the RCPOA Board of Directors. Members of the ARB are appointed by the RCPOA Board of Directors.
- ~ The RCPOA Board also designates a member of the RCPOA Board to serve as the liason between the RCPOA Board and the ARB. The ARB Liason acts as an advisor to the ARB and is notified by the ARB Chairman of all meetings.
- ~ Any conflict or unusual occurrence such as; request for waivers, non-compliance issues, complaints, or disapproval of plans shall be immediately reported in writing to the RCPOA Board of Directors by the ARB Chairman. All ARB decisions are subject to review and approval from the RCPOA Board of Directors.

### **Section 4**

#### **Composition:**

- ~ The ARB Committee shall be comprised of no less than three (3) and no more than (5) persons, all of whom shall be RCPOA members in good standing. A quorum for Committee action shall be two-thirds (2/3) of the members of the Committee. In situations where there is no quorum, the ARB Liason may serve as an alternate ARB Committee member to fulfill a quorum.

# Architectural Review Board

## General Administrative Guidelines & Procedures

### Section 5

#### Election:

- ~ The RCPOA Board of Directors will appoint the Chairman of ARB. The appointment of the Chairman occurs in December and the Chairman serves a two (2) year term.
- ~ Any resignations of ARB Committee members will promptly be reported to the ARB Liason, so that the RCPOA Board of Directors may appoint a replacement.
- ~ Any ARB Committee member may be removed by the RCPOA Board of Directors, with or without cause, by the affirmative vote of a majority of the Board of Directors membership.

### Section 6

#### Procedures:

- ~ The ARB Committee shall formulate general Operating Guidelines and Procedures and submit them for confirmation to the RCPOA Board of Directors. Such Guidelines and Procedures shall be considered adopted policy of the RCPOA Board by a simple majority vote of the RCPOA Board of Directors. The adopted Operating Guidelines and Procedures shall be incorporated in the ARB Minute Book and the RCPOA Board of Directors Handbook.
- ~ In the event the ARB Committee recommends changes to the Architectural Control Guidelines (June 5, 1996) the ARB Committee shall submit their recommendations to the RCPOA Board of Directors for consideration. Such changes to the Architectural Control Guidelines shall be considered adopted policy of the RCPOA Board by a simple majority vote of the RCPOA Board of Directors. The revised Architectural Control Guidelines shall be recorded in Martin County, incorporated in the ARB Minute Book, incorporated in the RCPOA Board of Directors Handbook and be distributed to all residents.
- ~ The ARB Committee shall report all committee activities by submitting Minutes at all ARB Committee meetings and at each RCPOA Board of Directors Meeting.

Adopted: 02-16-04

Revised: 06-28-04



**RANCH COLONY PROPERTY OWNERS ASSOCIATION, INC.**

## **CONSTRUCTION HOURS**

- **IT IS THE RESPONSIBILITY OF THE OWNERS WITH RESIDENCES UNDER CONSTRUCTION TO NOTIFY THEIR BUILDER AND SUBCONTRACTORS OF THESE TIMES AND MAKE SURE THEY ADHERE TO THEM:**

**WEEKDAYS - 7:00AM -6:00PM  
SATURDAY - 7:00AM -6:00PM  
SUNDAY\* - 12:00 NOON-6:00PM**

**\*PLEASE NOTE: *SUNDAYS ARE FOR “QUIET” WORK ONLY, I.E., INTERIOR PAINTING, WIRING, ETC.***

- **IN OBSERVANCE OF THE FOLLOWING HOLIDAYS, CONSTRUCTION IS NOT PERMITTED:**

**NEW YEAR’S DAY  
MEMORIAL DAY  
INDEPENDENCE DAY  
LABOR DAY  
THANKSGIVING DAY  
CHRISTMAS DAY**

- **CONSTRUCTION WORKERS, VENDORS, ETC., ARE NOT PERMITTED TO BRING THEIR PERSONAL PETS (DOGS IN THE BACK OF TRUCKS, ETC.) INTO THE COMMUNITY FOR ANY REASON.**