

## ARC Design Review

The ARC normally meets the second Tuesday of every month to conduct formal reviews and such other business as may need to be addressed.

To initiate the review process, an applicant should complete the online application available through the “Application for ARC Review” shown in the menu to the right. The ARC conducts two types of reviews: a **Fast Track** review which is completed primarily online and a **Committee** review which is completed primarily in person at one or two of its regular monthly meetings. Both types of reviews require the completion of the online application described above.

Many small projects may qualify for a **Fast Track** review. [Contact ARC](#) early in the process to discuss your project. If the project is minor in scope, in compliance with the [PBH Covenants](#) and in keeping with the standards of PBH, the project will, in most instances, qualify for a **Fast Track** review.

Projects that will, in particular, qualify for a **Fast Track** online review include painting, fencing, re-roofing, re-siding and non-structural decking.

Larger projects will require a **Committee** review and approval. In order for a project to be **Committee** reviewed the applicant should [contact the ARC Chairman](#) at least two to four weeks prior to any regular ARC meeting that the applicant is prepared to attend .

Projects that will, in particular, require a Committee review include but are not limited to the construction of a new house, an addition, an exterior remodel, a new deck and a full deck replacement. Any proposed accessory structure of any type will require an in-person Committee Review. Depending on the scope of the project, a final **Committee** review may be completed in one regular ARC meeting. In many instances, however, complex projects like a new house will normally require two meetings, a preliminary and a final. In either case, a “Public Notice” sign will need to be posted by the ARC on the subject property at least two weeks prior to the ARC’s final review meeting.

At the ARC’s discretion, depending on the scope and nature of the proposed project, a preliminary or final Committee review will be preceded or accompanied by a courtesy notification to some or all neighbors within a 1500 foot radius of the project.

In order for a proposed project to be scheduled for a final Committee review, the neighborhood courtesy notification will have needed to be completed; a “Public Notice” sign to attend the scheduled ARC meeting will have needed to be posted; and the applicant will have needed to provide to the ARC at least one digital copy of the project’s documentation i.e. site plan, elevations, materials and colors. If a general contractor is to be used, he/she will be requested to attend and assist the applicant during the committee meeting. Additionally, for more complex projects, the ARC case manager for the project may have also needed to complete an on-site review of the subject property.

## ARC Design Review: Fees

Your HOA has elected to waive the application fees referenced in Article 4(b) of our Pine Brook Hills Covenants.

Non-compliance assessment fees of from \$100 to \$200, however, may be assessed for the following situations:

- Any significant change in exterior material or color to an existing structure or construction or installation of a new home, modification, addition or accessory structure without prior ARC review and approval.
- During or after construction of or modifications to an exterior structural project, owner’s non-compliance with the specific conditions and terms set forth in the approved ARC Fast Track or Committee review for the project.