

The following is condensed from CPPOA Bylaws and Rules & Regulations pertaining to the Architectural Review Committee (ARC) and have been adopted by CPPOA Board of Directors:

1. Residents and Owners must **submit written application of any and all exterior home changes or placement of decorative embellishment** to the Architectural Review Committee (ARC), an advisory committee appointed by the Board of Directors. The Architectural Review Committee advises the Board of findings. The Board makes final decision and informs resident or owner.
2. **ARC Application** is to be submitted at least 3-4 weeks in advance of initiating property changes. The application must be accompanied with photos or drawings, architectural renderings, description of materials (brochures), dimensions, color samples, and property location description, as outlined on the application.
3. **ARC Applications** may be downloaded from the CPPOA website or from ARC members: Betty McDonald, Unit #9; Ann Swift, Unit #17; Dorothy Harris, Unit #30.
4. **Changes requiring ARC application** are, but not limited to, modifications of decks, exterior doors, windows, and structural changes in homes, siding, roof, paint color (neutral, earth tones recommended) and placement of exterior decorative embellishment viewable from Cypress Point Drive.
5. **Decorative embellishment definition:** Includes, but is not limited to, bird baths, fountains, sculptures, trellises, benches, statues and any mobile, permanent or non-permanent structure, placed in front of houses or in front yards, and embellishments placed on exterior of homes, viewable from Cypress Point Drive. Owners and residents agree to maintain all exterior embellishment and yard art as described in Bylaws.
6. **Yard art NOT permitted** includes, but is not limited to, items constructed of plastic, inflatables of any material, plastic flowers or artificial trees; parts with bright colors (neutral, earth tones recommended); parts with flashing lights or loud noises. Ornamental objects or statuary yard art must be constructed of high-grade materials such as metal, ceramic, wood or stone.
7. **Yard items permitted without needing application** includes, but is not limited to, decorative flags up to 3ft by 5ft, seasonal wreaths, temporary holiday yard decorations and front door ornaments (timely removal after conclusion of holiday).

# **COMMON QUESTIONS ABOUT the ARCHITECTURE REVIEW COMMITTEE & APPROVAL PROCESS**

## **FAQS SHEET**

### **WHAT IS THE CPPOA ARCHITECTURE REVIEW COMMITTEE (ARC)?**

The ARC is an Advisory Committee to the Board of Directors. Members are appointed by the Board of directions. The ARC only deals with CPPOA rules & bylaws, NOT City of Woodcreek permits.

**WHY DOES CPPOA NEED AN ARC?** Almost all POAs & HOAs nationwide have ARCs that deal with architectural issues & exterior home changes. The **PURPOSES** of the CPPOA ARC are:

1. To assist CPOA board with the workload involved in the investigation of architectural inquiries and approval process;
2. To represent the voice of homeowners directly to the Board regarding their architectural needs and requests;
3. To stand for the CPPOA bylaws, rules & procedures when owners wish to make architectural changes to home exteriors;
4. To maintain community standards of the appearance of the community, as set forth in CPPOA bylaws, rules and procedures;
5. To inform & to remind owners of the need to contact City of Woodcreek regarding possible city permits concerning their projects.

**WHO SERVES ON THE ARC COMMITTEE?** ARC includes the following members:

1. Betty McDonald, Chairperson (Unit #9)  
[bettymac07@gmail.com](mailto:bettymac07@gmail.com)
2. Ann Swift (Unit #17)

[annkswift@gmail.com](mailto:annkswift@gmail.com)

3. Dorothy Harris (Unit #30)  
[dorothymharris@gmail.com](mailto:dorothymharris@gmail.com)

### **WHAT ARE THE DUTIES OF ARC?**

1. Answers and clarifies owner's questions.
2. Provides applications to owners considering home changes/additions/front yard changes for yard changes viewable from Cypress Point Drive.
3. Explains the approval process.
4. Assists owners in all steps of the application process.
5. Reviews applications.
6. Reports written recommendations (in writing) to the Board.

**WHO INFORMS A RESIDENT OF APPROVAL?** A Board representative will send a written letter of approval or disapproval directly to the homeowner. And, a process exists for a resident to dispute the decision.

**HOW LONG DOES THIS PROCESS TAKE?** The process generally takes from 3-4 days. The approval process must go through eight people ultimately. Communication occurs via email, face-to-face meetings and written reports which streamlines the process.

### **WHAT'S THE BIGGEST BLOCK IN THE APPROVAL PROCESS?**

Three recurring blocks have been identified because of misinformation or confusion about the steps in the approval process. The Architectural Review Committee seeks to remedy the confusion by providing more clear information to homeowners.

1. Homeowners scheduling construction work BEFORE completing the approval process. You must wait to receive the

- CPPOA Board approval letter to schedule start dates for construction or painting;
2. Homeowners neglecting to check with the City of Woodcreek about whether city permits are needed and acquiring permits BEFORE beginning construction;
  3. Homeowners changing a construction plan AFTER construction has started, which can result in the City stopping your project and/or the Board questioning your project.
  - 4.

**SOME OWNERS MAY SAY, “THIS ALL SEEMS SO COMPLICATED! CAN YOU JUST GIVE ME A CLEAR OUTLINE OF WHAT TO DO & WHERE TO START?”**

The best answer is simple: Start early! Remember, it may take up to three weeks to get approval from CPPOA Board. (Note: It may take even longer for the City to issue their permits. CPPOA is NOT INVOLVED in the City permit process!)

1. Get a copy of the plan of your project from your contractor which contains dimensions, drawings, description of materials, brochures, photos, paint samples to show colors, etc. Get a CPPOA ARC approval application online (CPPOA website) or in person from any ARC committee member.
2. Complete the ARC application and give it to ARC Committee Chair (Betty McDonald, Unit #9)
3. Receive your approval letter from the board. Be sure to obtain city permits if applicable to your project).
4. Schedule with your contractor to begin work only after obtaining all required permits (as needed) and the approval letter from CPPOA Board of Directors.

**NOTICE:** Owner is responsible for contacting the City of Woodcreek regarding safety codes and building permits PRIOR TO submitting application to Architectural Review Committee. An official of the City of Woodcreek will sign here after reviewing your plans with you.

City Official signature \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

**CPPOA ARCHITECTURAL REVIEW COMMITTEE**

**APPLICATION FOR EXTERIOR CHANGE TO HOME**

ARC Application to be submitted 3 weeks prior to starting project

DATE \_\_\_\_\_

NAME: \_\_\_\_\_

UNIT # \_\_\_\_\_ EMAIL \_\_\_\_\_

PHONE CONTACTS: \_\_\_\_\_

DESCRIPTION OF ARCHITECTURAL MODIFICATIONS/CHANGES (Include **type, location, dimensions**, etc.):

\_\_\_\_\_  
\_\_\_\_\_

MATERIALS TO BE USED (be specific):

\_\_\_\_\_

COLOR (Provide color sample & color name & company): \_\_\_\_\_

\_\_\_\_\_

**\*\*\*TO BE INCLUDED WITH THIS APPLICATION\*\*\***

1. Photo, drawing or architectural rendering of construction
2. Brochure or description of materials to be used
3. Color samples of paint

***By submitting an application to CPPOA ARC, the homeowner/resident waives and releases CPPOA, their respective members and directors, their agents, employees and assignees from any and all liability for injury, damage or death arising from or associated with your construction or installation. Submission also releases the CPPOA, their respective members and directors, their agents, employees and assignees from any and all liability or loss in connection with architectural changes or installation.***

***Signature acknowledges release and need to contact the City of Woodcreek prior to application.***

**Homeowner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Date reviewed by ARC: \_\_\_\_\_

Date submitted to CPPOA Board: \_\_\_\_\_