

Osprey Cove
Home Owners Association, Inc.
Business Process - Architectural Review Board
Responsibility of Documentation

December 16, 2019

It is the responsibility of the ARB Chairman to ensure the following steps in the process below are followed by all responsible parties

1. Notices, Agendas & Minutes - Regular ARB Meetings

1. Regular ARB meetings are held on the 2nd Tuesday of each month at 5:30 p.m.
2. Notice of an upcoming ARB meeting shall be posted on the bulletin board in the gatehouse by the Gatehouse Focal at the beginning of each month
3. Notice shall be given to members via email at least 72 hours in advance of the ARB meeting as defined in the Declaration - this shall serve as the official meeting notice
4. Agendas are prepared by the ARB Chairman or their delegate
 1. The established agenda template is followed for all ARB meetings
 2. Chairman works with ARB members to compile agenda items
 3. Chairman provides the agenda to the Osprey Cove Web Site Focal by close of business on the Friday preceding the board meeting
 4. Web Site Focal sends the agenda through the web site to members and the Property Manager via email no later than 5:30 p.m. on the Saturday preceding the board meeting
 5. Property Manager places a copy of the agenda in the association's archive
 6. Property Manager checks the notice board in the gatehouse during the first week of the month to ensure the next ARB meeting is posted. If not, notify the Gatehouse Focal.
5. During the ARB meeting, an ARB member compiles meeting minutes following the established format
 1. The completed minutes are forwarded by an ARB member via email to the Property Manager
 2. The Property Manager places a copy of the minutes in the association's archive

2. Collection of ACR Package & Package Review

1. The Chairman or their delegate works with the homeowner to obtain a complete package including the deposit check
2. No action is taken until a complete package and the deposit check is received
3. The Chairman or their delegate delivers the deposit check to the Property Manager
 1. The Property Manager deposits the check into an association account per the Declaration of Covenants
4. The ARB reviews the complete ACR
 1. The ARB reviews the details of the project ensuring conformance to the Declaration of Covenants
 2. For preliminary approval, the Chairman issues a preliminary approval letter to the homeowner
 3. For a rejection, the Chairman issues a rejection letter to the homeowner stating the reason(s) for rejection

3. Project Completion

1. The homeowner is responsible to notify the ARB when the project is complete and ready for inspection
2. The Chairman or their delegate will inspect the project to ensure conformance to the ACR and the Declaration of Covenants
3. Once the ARB determines the project has been completed properly, the Chairman, or their delegate, issues a final approval letter to the homeowner
4. The Chairman notifies the Property Manager via email to return the deposit to the homeowner - this process takes a minimum of two weeks
5. The Chairman or their delegate creates a complete electronic copy of the ACR package to include the preliminary approval letter, rejection letter(s) if applicable and the final approval letter
 1. The Chairman or their delegate sends the complete electronic ACR in PDF format to the Property Manager
 2. The Property Manager places a copy of the package in the association's archive