

Osprey Cove HOA
Improvements in Easements Process
May 26, 2022

- Homeowner submits complete ACR package to the Property Manager who then forwards the package to the ARB
- ARB ensures the packages is complete and recognizes an improvement is planed to be in an easement - check against OC Plat
- ARB forwards the complete package to BoD - BoD reviews the planned placement of the improvement(s) and provides a preliminary ruling to the ARB
- ARB reviews the package for all other criteria in parallel with the BoD
- If the ARB & BoD agree to approve the package, the BoD obtains an easement agreement from HOA attorney
- The ARB officially reviews the package and either approves/disapproves - if approved, the approval to proceed is expressly contingent upon execution of the easement agreement. The homeowner may NOT proceed with the improvement until the easement agreement is fully executed
- The President sends the easement agreement to the homeowner and advises the homeowner to have it reviewed by their attorney
- After execution by homeowner, the association President executes the easement agreement and sends the original to association council to be reviewed and recorded with the county
- Association council provides a copy of the recorded agreement to the President. The President issues a formal approval letter and a copy of the recorded easement agreement to the ARB (to keep all documents in one package) and the homeowner
- The BoD formally approves the location of the improvement(s) at a duly noticed meeting
- The ARB formally approves the package at a duly noticed meeting
- The ARB follows the process to conclusion