



FOREST RIDGE OWNERS' ASSOCIATION, INC.

P.O. Box 1062 Swansboro, NC 28584

forest.ridgehoa@yahoo.com

PROCEDURES FOR ARCHITECTURAL REVIEW REQUESTS

The following procedures were established by the Board of Directors for homeowners requesting any construction or renovations to their lots. Homeowners must submit an Architectural Review Request Form before any work is done according to the Restrictive Covenants.

1. Homeowner submits Architectural Review Request Form with all necessary paperwork to HOA Secretary.
2. Secretary emails the POC for Architectural Review Committee (ARC) who will then email to the other members of the Committee.
3. ARC reviews information and will get any additional information from homeowner needed to make decisions.
4. ARC has approval/disapproval authority.
5. ARC sends completed ARC Request Form along with all documents submitted by homeowner to the HOA Board Secretary with approval or disapproval.
6. If approved, Secretary emails or mails homeowner with approval information and cc's HOA Board.
7. If disapproved, the Secretary will email the homeowner and share that their request is being sent to the Board of Directors for review.
8. Once the request is reviewed by the Board of Directors and if the Board of Directors are in agreement with the ARC recommendation for disapproval, an official letter via electronic means or through the postal service will be sent stating their request was disapproved, reasons, and a timeline of 60 days to have non-compliant items in compliance with the Restrictive Covenants before suspension of voting privileges and any fines are assessed.
9. Homeowner has the right to meet with the Board if disapproved to discuss issue.