



Architectural Review Form

CARC:

ARC CMTE Use
Only

- ✓ Allow (15) fifteen days for the approval process after sending of the request.
- ✓ All applications must include a plan with the area of proposed change clearly marked.
- ✓ Homeowner is responsible for obtaining any necessary building permits with the city.
- ✓ Please be as detailed as possible.

Name _____

Address _____

Phone Number _____ Email _____

Please describe the change in detail including proposed structure, materials to be used and/or size, color and square footage. (***Color samples must be submitted for exterior work requests***)

Who will be performing the work? _____

What is the proposed start date? _____

By signing below, I understand that I am required to obtain Board approval before making any improvements /additions to my home by the Covenants and Restrictions. I acknowledge my obligation to allow sufficient time for the processing of my request and for Board Review with this form.

Homeowner Signature: _____ Date _____

Review Date: _____ Approved _____ Approved with Conditions _____ Not Approved

Condition of Approval/Reason Not Approved

Architectural Committee Member Name: _____ Date _____

The ARC request has been reviewed for the limited purpose of determining if it complies with the deed restrictions set forth in the Creekside Homeowners Declarations of Covenants and Bylaws. No ARC review has been made with respect to function, safety or compliance with government regulations.

Architectural Review Committee (ARC)

Committee Rules and Homeowner Request Process

- **Architectural Review Committee Members will review ARC requests from Creekside Homeowners and approve or disapprove with notes for rejection. This must be a majority decision as follows:**
 1. **A committee of 3 (including the ARC Chair) will require an approval vote by all members.**
 2. **The board shall appoint an alternate member to serve as a third approver if a committee member is unavailable.**

- **Architectural Review Committee Resident Submittal and Approval or Rejection Process.**
 1. **The residents will email the HOA to ask for an ARC Request Form.**
 2. **Resident will fill out the request with all the required information and will submit completed request to Opcreeksidehoa@gmail.com.**
 3. **The ARC Chair will check the Opcreeksidehoa@gmail.com email for any submitted ARC requests.**
 4. **The ARC Chair checks the form for accuracy.**
 - a. **If the form is incomplete or contains errors, the ARC Chair will return it to the resident with details required for resubmission.**
 5. **Once complete, the form is to be emailed to all ARC members, including the alternate. The request is assigned an ARC Request Tracker number and entered in the tracking spreadsheet.**
 6. **The other committee members will then review the request for conformity with HOA guidelines.**
 - a. **Additional information may be required from the homeowner, and this may be requested by email.**

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- 7. Once the full committee has reviewed the request, it is either approved or denied, with notes provided to explain the outcome.**
 - 8. The ARC Chair will then inform the residents of the outcome of their request and update the ARC Tracker.**
 - 9. All requests to be fulfilled within 18 days of the receipt date indicated in the residents' email.**
 - a. The 18 day rule is void if the form is incorrect or rejected. Resubmittal of said form will revert to the start of the process as outlined in Step 1 and the 15 days would start again from that point.**
- The alternate member is available to fill in a slot if any of the committee members are unavailable to review so we can meet the timetable.**

Revision A

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