

## **When in doubt fill it out!!!**

The ARC Approval purpose and process:

Often times it seems there is confusion regarding the ARC Approval.

The SRHOA Amended Declaration of Conditions, Covenants, and Restrictions (CCR) is the overarching document that establishes the HOA rules. The CCR is intended to promote the aesthetic appearance of the community and maintain property values. Everyone who lives in Seneca Ridge agreed to abide by the CCR and everyone is provided a copy of the CCR.

Specifically Article VII section 1 of the CCR states: “No building, fence, wall or other structure shall be commenced, erected, or maintained upon the Property, nor shall any exterior addition, or change, (including change in color) or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials, color and location of the same shall have been submitted to and approved in writing as to the harmony of external design, color, and location in relation to surrounding structure and topography by the Board of Directors of the Association, or by an architectural control committee composed of not less than three (3) members appointed by the Board of Directors.”

In practical terms this means: **ANY** permanent **CHANGE** that alters the current shape, appearance or design of your home you are required to submit an approval form to the ARC committee for approval, **PRIOR** to the start of the project.

Including but not limited to:

- ❖ Change to color of trim or siding
- ❖ New fencing or replacement of existing fencing with a different design
- ❖ Change in the style of siding
- ❖ Any window replacement that includes a design change from the existing window
- ❖ Any change in Roof color or material
- ❖ New Deck
- ❖ Enlarging a Deck
- ❖ Exterior Doors
- ❖ Garage door replacement that incorporates a new design or color change
- ❖ Backyard Sheds
- ❖ New walkway or driveway or design or surface material changes to an existing walkway or driveway
- ❖ Visible drainage channels
- ❖ Any major landscape project that includes hardscape (stonework, concrete, brick, etc)

**It is the homeowner** who is responsible to obtain the approval, **not the contractor** or person performing the work. They may help with the information and materials but the approval is provided to the homeowner not the contractor. The form is located on the SRHOA website: <https://www.senecaridge.org/architecture/>

If the project requires County permits or other county/state approvals that should be part of your HOA submission. Please know that just because the county has issued a permit or an approval you still must obtain a separate ARC approval.

The ARC approval is mainly concerned with the look and feel of the improvement and how it fits into the community. The county and state are concerned with the structural integrity and safety of the improvement. However, typically the ARC process can offer suggestions that may help.

In addition, the homeowner is expected to complete the project as approved. If changes are made during the project you should submit a new form for the ARC to approval.

For example: You were approved to install a 20 X 20 deck. During the construction you decide to add a gazebo in the corner, you should submit that change to the ARC for approval.

SRHOA does not dictate specific colors or doors or mailboxes like other HOAs but the Board does use its collective judgment to decide if a project is appropriate and fits into the community. Seneca Ridge is a small community with very low HOA fees, and people want to move into the neighborhood. The ARC approval is there to help the community remain an enjoyable and sought after place to live.

The entire process typically takes less than five days unless it is a major home renovation.

If you are unsure just submit the form, it could save you time and money because no one wants to have to be told their project is not approved after it is complete, or halt the project in the middle because you need approval.

Please don't assume that it is easier to ask forgiveness than permission, it's not.