

**Architectural Review Committee Procedures, Processes
Going Forward and Update 11/18/2015**

Welcoming Committee

The ARC board members have agreed to welcome new homeowners in Doral by visiting with a treat and a copy of our ARC guidelines. We believe this will be a pre-emptive strike as even if they fail to read guidelines, they will know who to contact if they want to make exterior changes to their homes.

Inspections, etc.

- Inspections of homes will take place during the month of May and for the sake of consistency will be conducted by ARC members only.
- Letters for homes in violation will be sent out by June 1 and homeowners will be given 30 days to fix the problem. After 30 days ARC board will re-inspect homes to see if problems fixed. This is a change from the past as many homeowners either completed and returned forms saying that the work had been done when it hadn't, or on the contrary did the work but failed to send in the paperwork. Our letters will be revised to reflect this change.
- A second letter will be sent to homeowners still in violation by the second week of July and a re-inspection will again take place three weeks after the second notice (by end of July).
- The homeowners who still haven't fixed their issues will receive a third letter (by certified mail) the second week of August advising of their final opportunity to fix by the end of August, or meet with the board to explain

the delay in fixing. This letter will also advise that monthly \$100 fine will be applied beginning September 1 if issue is not resolved.

- Our fourth communication will advise that the fine has been applied. For every month that the issue isn't fixed, Summit will send a communication to advise of the further fines being applied to their accounts.
- *The ARC will therefore be doing monthly checks of all properties until all violators have complied with our requests to fix their homes.*

ARC Files

The ARC files will contain the following:

- A current copy of the ARC guidelines;
- Copies of requests for exterior changes (approved and disapproved);
- Copies of all communications between Summit Management and homeowners whose homes are in violation.

Current Status of Homes in Violation

When homes were inspected in May, we cited 41 homes. As of today, November 18, 2015, we have three houses who have failed to correct the issues they were cited for. Two were fined beginning in October and one has been fined starting in November. They all have been notified by Summit of the fine and will continue to be advised on a monthly basis.