

Excerpted from the Rules and Regulations Document

Rule 25: Un-Approved ARB Project Violation:

Residents are required by the Covenants to submit to the Architectural Review Board applications for specified work or improvements to their properties. The process and fines outlined below will be implemented for projects being undertaken by Owners that are subject to ARB approval, but for which ARB approval has not been sought or granted. A work project will be defined as having commenced once visible materials and/or laborers are on-site.

The Community Association Manager will gather documentation on the incident:

- ✓ The work being performed, including any specific contractors doing the work
- ✓ The lack of ARB approval (whether an application for approval was never filed, or whether the application was denied by the ARB)
- ✓ The owners on file for the specific address where the work is being performed

The owners of the home-site where the work is being performed will be contacted by the Community Association Manager:

- ✓ By telephone and certified mail.
- ✓ When feasible, the Community Association Manager will also leave a door notice describing the violation, and advising the homeowner to contact the Community Association Manager for discussion
- ✓ The telephone or certified mail notices will inform the resident:
 - To cease all work activities
 - If an ARB application has not been filed, inform the owners to do so within 14 days
 - If an ARB application has been denied, inform the owners that the project has not been approved
 - Inform the owners of their right to appeal

For work violations for projects that have not been approved by the ARB, the following shall apply:

- ✓ An initial fine in the amount of \$250.00 will be assessed, and an additional fine in the amount of \$750.00 will be assessed in the event the Owner has not filed the applicable ARB application within 14 days following receipt of a Notice of Violation - ARB.
- ✓ Property improvements made without approval may also be required to be returned to their original condition, unless approval is granted after-the-fact. Owners seeking after-the-fact approval shall submit a completed Application Form, along with all supporting documentation, the proper Application Fee, and the fine as described above. The Application Fee and the fine will not be returned. The required deposit will be returned subject to approval of the Application and a subsequent inspection confirming the improvement has been constructed in accordance with ARB approval.

PLEASE REFER TO THE DCCOA RULES AND REGULATIONS DOCUMENT POSTED ON OUR WEBSITE FOR ADDITIONAL INFORMATION REGARDING CITATION, FINES AND APPEALS.