

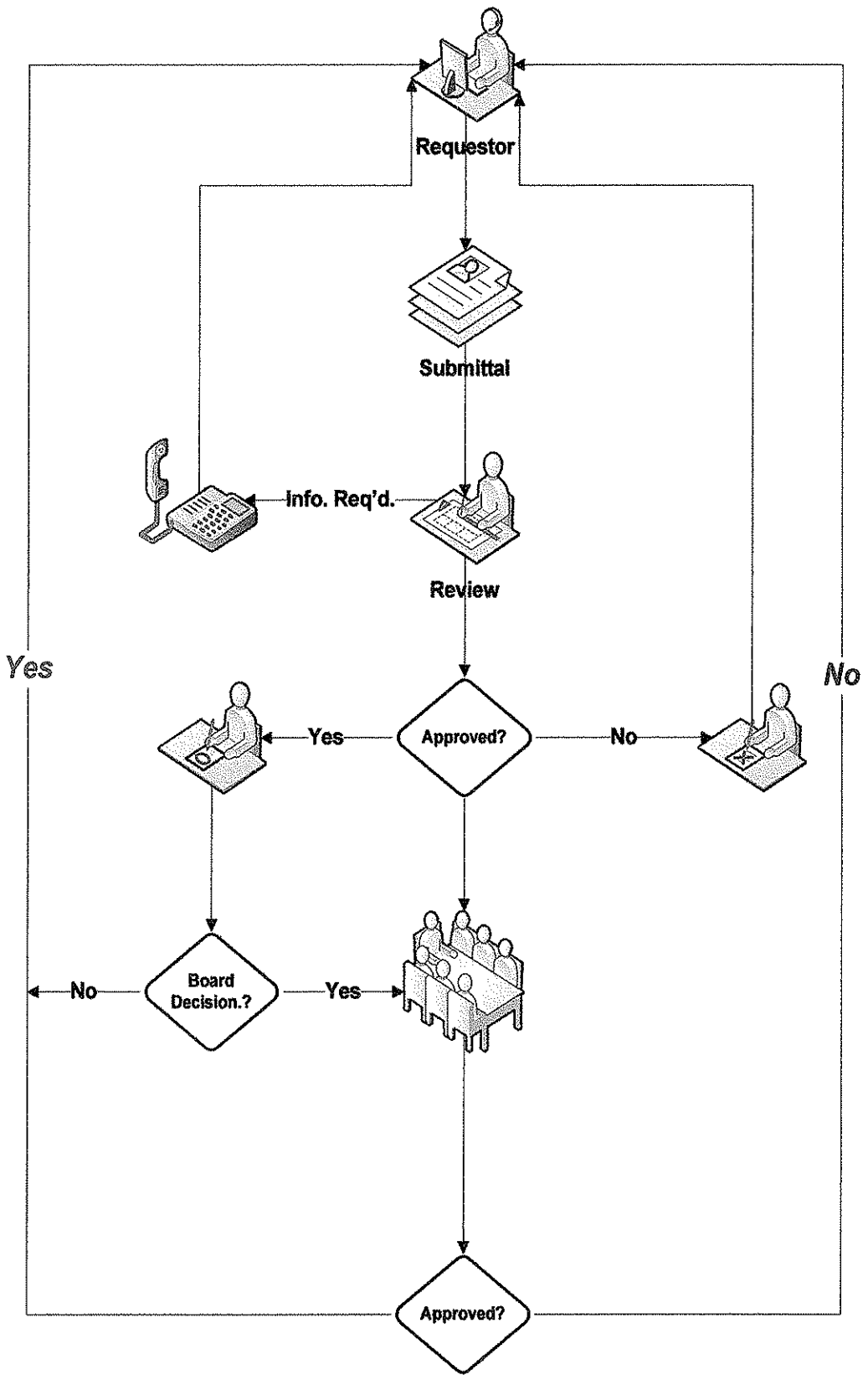
## INTRODUCTION

The purpose of the ARC review and approval process is to ensure adherence to our HOA bylaws and controls for changes to the structure and exterior of properties for the purposes of safety, appearance and thereby protect the overall aesthetics and value of our community.

The process outlined is straightforward and strict adherence is required. Failure to receive approval prior to commencing any modifications can result in repercussions up to and including the directed removal of unapproved works, restoration of property to its original state, and in certain cases the assessment of cash penalties.

## OUTLINE

- 1) Go to [www.townesatcrabtree.com](http://www.townesatcrabtree.com) and download the ARC review form
- 2) Fill out the form as completely as possible;
  - a. It is advised that you review the Rules and Standards document before submitting an application as the unacceptability of specific changes are already addressed therein, for example: fencing.
  - b. Depending on the extent of work to be considered, photos, diagrams, contractors' descriptions, dimensioned drawings, etc will ensure the process advances smoothly.
  - c. Please be sure to consider the area for neighbors' signatures
  - d. Be sure you provide contact information so that PPM, the Architectural Review Chairperson, or any board member may follow-up with you directly
- 3) Submit application to: PPM, 6739 Falls of Neuse Rd., Raleigh, NC 27615
- 4) Upon receipt your application will be reviewed by the Architectural chairperson and PPM for completeness and acceptability.
- 5) You will receive notification of receipt along with any requests for additional information within thirty (30) days
  - a. Those simple requests guided by the TAC Covenants will receive notification of disposition at this time if no additional information is required
  - b. Should the request be more complicated in nature, it will require Board approval, Continue to #6.
- 6) Reviewed applications will then be considered by a quorum of the Board
- 7) You will receive notification of the Board's disposition of your application within sixty (60) days of receipt. The decision will be: Approved, Denied, Approved with contingencies, or Need more information.
- 8) Depending on the response you receive, you may now commence with the approved change(s), or modify and re-submit your request.



ARC Review Process