

ARCHITECTURAL SUBMITTAL PROCESS

Hello everyone,

In a step by step approach, this letter will explain how the Management Company handles incoming and outgoing architectural submittals. The process is as follows.

Resident wants to paint their home, add a deck, re-roof, add a swimming pool, etc:

1. Resident visits website and downloads a copy of the Alteration Form they need and fills it out.
2. Resident mails the completed form to SWP Management at PO Box 7, Gotha, FL 34734.
3. TIMELINE (2 DAYS)

SW Property Management receives submittal during a weekday:

1. SW Property Management date stamps the received submittal.
2. SW Property Management makes a copy and mails the original form to the Architectural Committee.
3. TIMELINE (24-48 hours)

Architectural Committee receives submittal from Management Company:

1. AC receives submittal and schedules a meeting and posts the meeting 48 hours prior.
2. AC reviews submittal, accepts, accepts with conditions or denies the submittal and marks the submittal as such.
3. AC sends submittal back to SW Property Management
4. TIMELINE (7-23 days)

SW Property Management receives submittal back from AC Committee during a weekday:

1. SW Property Management logs the submittal back in and notes the log whether the submittal was approved or denied.
2. SW Property Management includes a cover letter and the copy of the approved or denied submittal and mails this package back to the homeowner.
3. SW Property Management files the original submittal that has been accepted or denied in the homeowner's permanent file.
4. TIMELINE (24-48 hours)