



Architectural Review Board (ARB) Approvals

Process Owner: Providence Board of Directors

Mission: The mission is to review and either approve, request further information or deny ARB submissions based on the criteria as stated in the Providence Homeowner's Documents. All official approvals/denials will be executed at regular BOD meetings.

1. Providence homeowner requests an ARB form from our Manager with a revision date of June 2009 or later.
2. The homeowner fills out the form and supplies all required supporting documentation, e.g., survey map, paint colors, pictures of intended upgrades/replacements, etc.
3. The homeowner mails or faxes¹ the information to the management company representative identified on the form (it is suggested that the owner keep a copy).
4. Once the original form is received, the responsible management company representative sends a receipt to the homeowner to indicate that the *original* ARB form has been received and will be processed.
5. The responsible management company representative scans and sends the ARB form along with the supporting documentation to all Providence Board members.
6. All Board members review and discuss via e-mail; identifying any deficient documentation or problem with the requested addition or modification.
7. Either the President or Vice President of the Board will contact the management company representative with request for more backup material or further explanation on the requested addition or modification.
8. The responsible management company representative will contact the Providence homeowner and request the additional material be sent to them.
9. The responsible management company representative will pass along any and all additional material to the Board members.
10. At the next regularly scheduled Board meeting, the Board members will either review and approve or deny with reasons all ARB forms submitted within the previous 30 days.
11. The responsible management company representative will return the form to the homeowner with one of the following boxes checked; Denied (with reasons), Approved as Submitted, or Approved with Required Changes noted on the form.

NOTE: The only exception would be in the event that more than 30 days will elapse before the next BOD meeting, the responsible management company representative will notify the Board of this situation, and they will either approve or deny the request via e-mail so that the homeowner can be notified within the required 30-day period.

¹ If the form requires the submission of colors, etc., only an original mailed form can be accepted.