

VOLC Architectural Review (AR) Procedures

1. **An AR request must be submitted, and approval received prior to any work being done on the Lot.** From the time the request is made, and all plans and specifications are received, the decision will be made by the Board within thirty days. [Third Amendment, Article 6 (1)] The time allotted for each group is as follows: IPS – 10 days. ARC – 10 Days. Board – 10 days. The VOLC ARC Chair will monitor the adherence to the timelines and escalate if concerns develop.
2. **AR Request Form.** The AR request forms are available at the Clubhouse (in a marked envelope) or by downloading the form from the VOLC MC website (www.myvolc.org).
3. **The completed copy of the AR Request Form** should be sent to IPS (*see info below*). The AR request form must be signed by the Owner/s when it is submitted, even if submitted on-line.

Address: Village of Long Creek
C/O IPS
102 Larch Circle, Suite 302
Newport, DE 19804

Email: arrequests@ipsde.com

Phone: (302) 994-3907

Fax: (302) 998-7398

4. Review Process by IPS and the ARC:

- a. **Notification of Receipt is provided.** Once IPS receives a request, IPS will send a receipt notification to the Owner/s either by email or USPS.
 - b. **The Owner may be contacted for additional information.** If additional information is required:
 - IPS will notify the Owner/s either by phone, email, or USPS with specific information requested. (IPS and the ARC members do not speak directly to contractors but obtain information only from the Owner/s.)
 - IPS will notify the Owner/s that the 30 days for a decision will not start **until all information is received by IPS.**
- 1) **Owner/s will receive notification that additional information requested was received.** Upon receipt of all additional information requested, IPS will notify the Owner/s of receipt of this information either by email or USPS and indicate that **the 30 days for any decision to be made starts at this time.**
 - 2) **If the Owner/s does/do not provide additional information as requested:**
 - IPS will notify the ARC Chairperson and advise that there is incomplete information to process the request.
 - The ARC will review the request and decide on what to recommend to the Board.
 - The ARC Chairperson will notify the Board ARC Liaison of the recommendation.
 - The Board ARC Liaison will submit the request to the Board and notify the ARC Chairperson of the Board's decision.

- The ARC Chairperson will notify IPS to send a communication with the Board's decision to the Owner/s.
 - If the request has been rejected, the notification to the Owner/s will include that the request has been rejected due to missing information, which will be listed in the letter, and that the AR request may be resubmitted once all required information is available and included.
- c. **IPS will review the documentation submitted, review the VOLCMC's governing documents and make a recommendation to the ARC Chairperson.**
- The ARC Chairperson will review the completed request with the other ARC members via email or in-person/electronic meeting. The ARC Chairperson will send a copy to the Board Liaison for awareness.
 - If there are questions that require input from the Owner/s, the ARC Chairperson will ask IPS to contact the Owner/s for additional information/clarification.
 - Once IPS receives that information, IPS will forward the information to the ARC Chairperson.
 - If the requested information is not provided, the process in #4, b2 will apply.
- d. **A Vote of Recommendation for Approval or Rejection will be taken by the ARC** once all of the questions/discussion/concerns are complete. Appropriate details for the AR Request and the Recommendation must be included in the ARC recommendation.
5. **Results of the ARC's Recommendation will be communicated to the Board Liaison.** As part of the ARC's recommendation, there may be limitations or suggestions for the Owner/s that will be communicated to the Board Liaison (e.g., 12-month period for project completion, notification that certain plantings may not be used, notification of new mulch beds or expanded mulch beds becoming the responsibility of the Owner/s, etc.)
6. **Notification of the ARC Recommendation will be forwarded to the Board by the ARC Liaison.**
7. **The Board receives the AR Request and Recommendation and will review and vote on the AR electronically.** This final decision will be made in compliance with the 30-day requirement. The Board ARC Liaison will send the Board decision to the ARC Chairperson who will share it with all ARC Members and IPS.
8. **IPS will notify the Owner/s of the Board's decision via email or USPS.**
- a. If the AR request has been approved, any and all limitations will be included in this notification (e.g., 12-month period for project completion, notification that certain plantings may not be used, notification of new mulch beds or expanded mulch beds becoming the responsibility of the homeowner, etc.)
 - b. If the AR has been rejected, details of the VOLC appeal process will be included in the letter.
9. **All paperwork for each request will be put in the Owner file and saved electronically by IPS.**