

DESIGN REVIEW PROCEDURES

ARCHITECTURAL REVIEW BOARD (ARB)

The Architectural Review Board is the enforcement arm of the Board of Directors which addresses the appearance, maintenance and aesthetics of the Mainstreet Residences. The ARB is concerned with appearance of the community as well as the adequacy and upkeep of the community facilities. This Board is responsible for the approval of homeowner requests for modifications, and for the detection and enforcement of the Architectural Covenants. The forms for requesting modification approval or for filing a complaint for a violation are in the clubhouse office.

The following procedures address the design review function of the Architectural Review Board (ARB) and apply to all homeowners in the Mainstreet Community.

APPLICATION FOR MODIFICATIONS TO STRUCTURES AND LOTS

ALL modifications identified in the Community Design Standards and in the Protective Covenants pertaining to architectural control must be approved by the ARB. Plans for proposed modifications shall be submitted in writing to any current member of the ARB or to the MCSA office. Submittal shall consist of a brief, concise written description of the proposed modification(s) and a rough freehand sketch of the homeowner's lot with the proposed modification(s) clearly marked and showing approximate dimensions. Submittal for items such as a fence and a deck must show a side and elevation view with dimensions. Submittal for exterior color changes shall also be subject to approval by the ARB.

VIOLATIONS OF ARCHITECTURAL DESIGN STANDARDS

Any questions concerning the interpretation of the Architectural Design Standards should be addressed to any ARB member. If the ARB becomes aware of a violation of the design standards, the remedial procedure will be as follows:

1. Inspection of the alleged violation by one or more ARB member(s).
2. If it is determined by the ARB that a violation exists, a letter from the ARB will be sent to the homeowner identifying the specific violation(s) and requesting corrective action of the violation(s).
3. If no corrective action is taken by the homeowner within 30 days of the violation notice the homeowner's file will be turned over to the Board of Directors for legal action.

REPORTS OF VIOLATIONS

Any homeowner wishing to report a violation of the design standards **MUST FILL OUT** a form. This form is available at the clubhouse office or can be obtained from website, or any ARB member.

APPEAL OF ARB ACTION

Any homeowner wishing to appeal any action by the ARB should appear before the Board to personally explain their reason for non-compliance.

