

Architectural Control Process

Dear Hurricane Pointe Lot Owner:

Several owners in the development have asked about the ARC approval process. The Board of Directors have approved the following process for submitting building plans, and Tyke Johnson, along with the Board of Directors, will serve as the "Building Professional" for all plans.

The following items are to be submitted to the office of Butler & Associates:

Preliminary Approval

- 2 copies of preliminary site plan disclosing location of all improvements to be placed on lot (one copy will be returned to you and one copy will be kept and placed in your file)

Final Approval

- 2 copies of schematic drawings of home (locating improvements on lot, showing elevations on all four sides, color schemes, building materials, and all site improvements, is recommended) (one copy will be returned to you and one copy will be placed in your file).
- Contractor/Builders name
- Proof of insurance (builders risk, E&O, Auto & liability, workmen's compensation)
- List of Subcontractors to be used
- Copy of portable toilet and dumpster contract or receipt of payment
- Copy of signed disclaimer from Contractor

Upon receipt of all the above items, Butler & Associates will forward all paperwork to Tyke Johnson, who will respond within 15 days for Preliminary Approval and 30 days after all documents have been received for Final Approval. Copies of your correspondence to the ARC will be kept and placed in your file.

If you have any questions or concerns, please feel free to call Gina at 615-215-1212.