

# WATERFORD SOUND HOME OWNER'S ASSOCIATION

## BULLETIN

The Waterford Sound HOA Board would like to bring several items concerning the Architectural Review Board Process to your attention and ask for your consideration and help.

### ARB Refresher!

ARTICLE VI – Architectural Control. Section 1 states; No construction, modification, alterations or improvement of any nature whatsoever (except interior alteration not affecting the external structure or appearance) shall be undertaken on any LOT unless and until a plan of such construction or alteration shall have been approved in writing by the Architectural Review Board (“ARB”) in accordance to this article.

Modification subject to architectural control specifically include but are not limited to: painting or other alterations to the building (including doors, windows and roof); installation of solar panels or other devices; installation of any sign; construction of fountains, swimming pools, whirlpools or other pools; construction of a walls or fence; addition of awnings, gates, flower boxes; attached or permanent sport goals; shelves; statues or other outdoor orientation or patterned or brightly colored window coverings; an alteration of the landscaping or topography of the LOT.

### ARB Application Process

Step 1: Read the current by laws and design code to ensure your request is in accordance with current guidelines.

Step 2: Download the current ARB Approval Request Form located at [www.waterfordsoundhoa.com/](http://www.waterfordsoundhoa.com/) or email the ARB Director at [arb@waterfordsoundhoa.com](mailto:arb@waterfordsoundhoa.com) to request a form.

Step 3: Prepare necessary supporting documents, i.e., drawings, renditions, layouts with detailed measurements; survey plat; paint cards and paint samples; photos of project areas; or any other pertinent information that will aid the ARB in making their determination.

Step 4: Submit the request via email to [arb@waterfordsoundhoa.com](mailto:arb@waterfordsoundhoa.com) or contact the ARB Director to submit a paper request. (Note: Submission of a request does not permit a homeowner to start a project. Approval must be attained prior to starting any project).

Step 5: ARB review and approval. The ARB will approve or deny the request based on the current by laws and design code. Their decision will also rely on the documents and details provided by the homeowner. A written approval notice will be provided to the homeowner within 14 days of receiving a complete request package. (Note: The 14-day review period start once the ARB has received all required documents).

Step 6: Disapproved Request. Right to Appeal. Where an owner's request is disapproved, the owner is entitled reconsideration at an open meeting of the HOA Board. A written appeal must be submitted to HOA board within 30 days of the notice of disapproval. The appeal will be included to the HOA agenda at the earliest available meeting.

### Help Maintain Our Community.

The objective of the Design Codes and ARB process is to allow the freedom of individual taste, while maintaining the overall aesthetic tone of a vibrant, supportive and welcoming neighborhood. We can provide common ground between private interest and broader interest if we all abide with current guidelines and stay engaged with all matters pertaining to the upkeep of our community.

Thanks & Regards,

Jared F. Regala  
Waterford Sound Home Owners Association  
ARB Director