



The West Farm HOA Board of Directors has implemented the following changes to the Architectural Review process, essentially eliminating Cedar Management Group from the approval process and fully utilizing our Architectural Review Committee (ARC). While the Architectural Review process can take up to 45 days, the goal of this updated process is to streamline procedures in hopes of providing our homeowners with the most efficient and effective turnaround time possible. These procedures are in accordance with [West Farm's Declaration of Covenants, Conditions, and Restrictions \(CCRs\)](#).

Further questions regarding these changes should be directed to Robin Pennington, Member at Large at WestFarmAtLarge@gmail.com.

I. Owner Request Process and Responsibilities

- A. Owners who are interested in making improvements, changes, or modifications to their property will complete the West Farm Architectural Request Form, which can be found [here](#) and submit completed forms and documents to WestFarmARC@gmail.com
- B. Owners should attach all applicable documents to the initial request. Failure to do so could create unnecessary delays in the approval process.
 - i. Actual copy of recorded property survey with detailed measurements of location of proposed changes or additions clearly shown
 - ii. Photos of samples of structures requested (hand drawings are NOT acceptable)
 - iii. Detailed plans or drawings including 3 views (front, top, side); must show architectural detail
 - iv. Landscaping details (types of plants, quantities, additions, removals)
- C. Ensure any vendor used is licensed, if applicable, and insured
- D. Understand that ARC approval does not in any way guarantee approval by the City, County, or any other such agencies and all such approvals or permits are the responsibility of the applicant
- E. Call 811 prior to any improvement that could result in interference with underground utility lines
- F. Approval period may take up to 45 days and understand:
 - i. The importance of responding to any additional questions in a timely manner
 - ii. The project cannot start until a decision has been made and communicated
 - iii. All efforts to approve the request as timely as possible will be made by ARC
 - iv. To prevent delays, submit the Architectural Request Form and all additional documents with the initial request



- G. Complete all approved projects as requested and approved and within a timely manner as reviewed in West Farm's CCRs

II. Architectural Review Committee (ARC) Process & Transparency

- A. Members of ARC will remain confidential
- B. As part of the West Farm HOA Board's commitment to improve turnaround time and efficiency of this process, the HOA Board's ARC liaison will serve as a point of contact, but will not serve on the committee as a voting member. The HOA Board and HOA Board's ARC liaison reserve the right to implement a Committee Chair should it be warranted, as stated in West Farm's CCRs
- C. The ARC Liaison will provide any necessary updates to the homeowner through the approval process
- D. All decisions will be made within the forty-five (45) day period. The forty-five (45) day period begins when all documents are submitted