

Village of Hartwick Operating Procedures
ARC Form Approval Process

Version 1.0

Last Revision Date: April 17, 2024

Section – I Approval Process for ARC Landscaping or Architectural Modification requests

1. A resident completes and submits the ARC FORM (request) for either Landscaping or Exterior Modifications to Cornerstone Property Management where it is reviewed to ensure all required information is included.

If not complete, Cornerstone returns the form requesting the missing information.

2. After reviewing the request and determining it is complete Cornerstone will email it to the appropriate Committee Chair. Currently Rudy Rodriguez for Landscaping, Carolyn Canfield-Smith for Architectural.

3. The Committee Chairs will convene their Committee to evaluate the request, visually inspect the property to be modified, and ensure all modifications are in compliance with all governing documents. The Committee Chair may contact the applicant to gain more details or clarify any details. The Committee will then vote to approve or deny the request.

a. If Denied – The Committee Chair will return the request to Cornerstone noted as denied and the reasons for denial. Cornerstone will advise the resident of denial and tell them if they are not satisfied they can appeal to the Board for a different decision.

b. If Approved – The Committee Chair will send the request to all Board members noting the Committee vote with any remarks or concerns stated and request final Board approval.

4. When the Committee Chair has received both Committee and Board votes the notice will be marked Approved or Denied including any remarks and comments. It will then be sent to Cornerstone Property Management and the Board President. Cornerstone Property Management will advise the resident they can proceed with the project, if approved. If denied, by the Board the resident will be informed of the reason and will be told they may appeal to the Board if they wish.

General Guidelines for final disposition stated in business days

|--Day 1--|--Day 2--|--Day 3--|--Day 4--|--Day 5--|--Day 6--| --Day 7--|--Day 8--|
Step 1 ----- | Step 2-----| Step 3 a.-----| Step 3 b.-----| Step 4 --|