

Chelsea Ridge HOA

PROCEDURES FOR ARCHITECTURAL REVIEW COMMITTEE (ARB)

- 1) ARB Meetings must be “open” meetings – all (members) homeowners may attend
- 2) A meeting will be called by the ARB Chairperson when a “request for change” is received.

**Regularly scheduled meetings are suggested. In the event that no applications are received between meetings, notice of cancellation of scheduled meeting will be posted 48 hours in advance of scheduled meeting.*

- 3) ARB meetings must be posted in a conspicuous place in the community at least 48 hours in advance of a meeting.
- 4) Two ARB Members’ signatures are required for approval or denial. *In the event a member of the ARB is requesting a change for self, the member shall be removed from the voting process to avoid a conflict of interest.*
- 5) Once approval or denial is given, decision or copy of minutes must be posted in a visible location in the community.
- 6) Minutes of all ARB meetings must be maintained and be available for review by (members) homeowners.