

## **TLVA Homeowner's ARC Application Procedure**

### **Property Changes**

Changes to the appearance of your home and grounds require both TLVA preliminary recommendation for SBCA approval and SBCA approval. Application forms for these changes reside on the SBCA website (ARC Section, Documents), and the link to those forms are on the TLVA website: SBCA ARC Committee—Forms and Information. The forms are:

**BUILDING CONSTRUCTION/MODIFICATION APPLICATION  
LANDSCAPE APPLICATION**

In addition, the SBCA ARC Documents web page includes design guidelines, application process, and examples of projects that do and do not need approval.

1. Begin the application when you are certain you want to proceed. Expect that the approval process for changes to your property may take several weeks, since the SBCA only meets monthly, on the third Friday of the month.
2. Call or write the TLVA ARC Chairperson if you have questions.
3. In addition to general Information, the application must include a sketch or drawing of structural changes such as deck expansions, a list of neighbors you have notified about the project and photos or samples of the products to be used, such as roofing material and paint chips.
4. A meeting with the ARC Chairperson to review your project may be indicated.
5. Submit two copies of your completed application for building changes or major grounds changes to the TLVA ARC Chairperson.
6. After recommending SBCA approval of the application the TLVA ARC Chairperson will take it to the Bay Club for SBCA review.
7. On the Monday following SBCA review you should receive a letter via email indicating the results of the SBCA ARC review decision. At that point the project can begin.

## **Common Area Changes**

Common Area Modification Applications are managed by TLVA ARC, not by the SBCA ARC. This application form is on the TLVA website.

1. Submit one copy to the the TLVA ARC Chairperson, who will meet with the homeowner to review the request and approve it if it is in a PLUA (see below). If it pertains to the general common area, the ARC Chairperson will recommend TLVA Board approval as appropriate.
2. If you are requesting common area maintenance work contact the TLVA Landscape Chairperson.

## **Permissive Land Use Agreements (PLUAs)**

About 70 percent of the TLVA homes have Permissive Land Use Agreements, or PLUAs. These were signed either when the property was purchased or when the PLUA was obtained following the purchase. They provide up to 20 feet of additional land beyond the rear property line. They are owned by the community and maintained by the individual homeowner. The landscape company treats it as part of the resident's lot.

1. If your property does not have a PLUA and you would like more yard space, contact the ARC Chairperson or Board President. PLUA legal details, including the application form, can be found on the TLVA website: *ARC & Landscape Documents, TLVA Vegetation Management Plan, Appendix G*.
2. After completing the Agreement Application, it must be approved by the TLVA Board. The Board President and the homeowner sign the form in front of a notary public. The cost of recording the Agreement with the county is approximately \$200 and is the responsibility of the homeowner.

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Submitted by Patty Patterson, TLVA ARC