

TEAL LAKE VILLAGE ASSOCIATION
HOMEOWNER'S ARC APPLICATION PROCEDURE
July 22, 2023

Property Changes

Changes in the appearance of your home and yard require both Village preliminary recommendation and SBCA ARC approval. Application forms for these changes can be found on the SBCA website, sbca.club (ARC Section, Documents) or directly at sbca.io. A link to these forms is also found on the Village website, tlva.us, under SBCA ARC Committee - Forms and Information. The forms are:

“Building Construction/Modification Application”, “Building Maintenance/Repair” and “Landscape Application”.

In addition, the SBCA ARC Documents webpage includes design standard guidelines, application process and examples of projects that do and do not need approval. Make sure you are using the most current version of the appropriate application form.

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 ARC only meets once a month, on the third Friday of the month.

Call or write the Village ARC if you have questions.

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 a copy of the plat map indicating

your location and that of neighbors notified, photos or samples of products to be used, such as roofing material or paint chips.

A meeting with the ARC Chair may be indicated to review your project.

Submit two copies of your completed application for building changes or landscape changes to the Village ARC Chair. (One for the Village records and one for the SBCA ARC) no later than the second Wednesday of the month, so the ARC Chair can insure the application is complete. You may also submit your completed application to the Village ARC Chair electronically. After review and a recommendation for or against approval, the Village ARC will forward the application to the Bay Club for the SBCA ARC.

The application will be reviewed at the monthly SBCA ARC meeting, which is held at the Bay Club, normally at 9:30 A.M. on the third Friday of the month. Homeowners are welcome to attend this meeting.

Normally, on the Monday following the SBCA ARC review of applications, a permit letter is sent via email indicating the result of the SBCA ARC decision.

COMMON AREA CHANGES

Common Area Modification Applications are managed by the Village ARC and the Village Board, not by the SBCA ARC. The Application form is on the Teal Lake website under ARC and Landscape Documents.

Submit one copy to the Village ARC, who will meet with the homeowner to review the request and make a recommendation before forwarding it to the Village Board for review. Common Area requests are made available to the HOA homeowners for review and comment prior to a Board decision.

If you are requesting **Common Area Maintenance** work, contact the Village **Landscape Chair**.

PERMISSIVE LAND USE AGREEMENTS (PLUAs)

About 70% of the Teal Lake Village homes have Permissive Land Use Agreements (PLUAs). These were created either when the property was purchased or when the PLUA was obtained following purchase. In most cases, they provide up to twenty feet of additional usage beyond the rear property line. The land is still owned by the HOA, but the homeowner is responsible for maintaining it.

If your property does not have a PLUA and you wish to apply for one, contact the Village ARC Chair or Board President. PLUA details, including the application form, can be found on the Teal Lake Village website, tlva.us, under ARC and Landscape Documents, TLVA Vegetation Management Plan, Appendix G. All costs for obtaining a PLUA are the responsibility of the requesting owner. PLUAs run with the land and are passed on to subsequent homeowners.

First Draft, 7/13/23, Sheila Twohey