



“Finding common ground to improve our common ground.”

Beneva Oaks Architectural Review Protocols and Procedures

1. Resident submits ARC request form and documents to ARC
2. Recipient distributes request to ARC members and board via emails to arc@benevaoaks.org and board@benevaoaks.org
3. ARC chair confers with committee members to schedule meeting
4. ARC notifies board@benevaoaks.org of the time and place of the meeting so that proper notice may be posted to the community (minimum of 48 hours in advance)
5. ARC meetings are required by law to be open to members
6. Minutes must be taken at the meeting and forwarded to secretary@benevaoaks.org for archiving
7. Any ARC recommendations are forwarded to board@benevaoaks.org for final approval, with a copy of the recommendations to the requester
8. The board will consider recommendations at a properly noticed board meeting and issue a final determination of approval or denial
9. Requestor and ARC will be notified of the board’s decision
10. In the event of denial, the petitioner may request a special meeting of the general membership to overturn the decision of the board.

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