

Architectural Review Committee (ARC) Checklist

1. **The Architectural Review Form (SYTC Policy C.3) and required supporting documentation must be received by the ARC 10 days prior to the ARC meeting**, which is held on the Tuesday before the Board meeting at 6 p.m. in the upper clubhouse. Board meetings are held on the 3rd Thursday of every month. Notice of both meetings is posted in the monthly SYTC newsletter and on the SYTC website.
2. **It is the homeowner's responsibility to assure all required documentation is received by the ARC 10 days prior to the ARC meeting**. For timely delivery to the ARC, it is highly recommended that members or their contractors email the Architectural Review Form (ARF) and supporting documentation to the ARC at architecture@thesoundings.org. Documents may also be delivered to the office but email delivery is strongly preferred. *Because the office is not staffed on a daily basis, delivery to the office should be done when the property manager is present. Contact the property manager regarding his availability. ARC members do not have access to the office. If documents are not given directly to the property manager, you must email or call the property manager to let him know the documents were dropped off. Documentation may also be emailed or personally delivered to any ARC member. For personal delivery, call or email first.
3. **The Policies and Procedures for Architectural Review are in Section C of the "Policies and Procedures of SYTC."** The policies are posted on the website under "Documents," "Architectural Review."
4. **The Architectural Review Form (ARF) (Policy C.3) indicates the required supporting documentation for each specific project that must be submitted with the ARF**. These may include drawings, paint colors, pictures of products, surveys, site plans, etc. All documentation must be received in a legible format. Illegible applications and documentation will be rejected.
5. **A copy of the contractor license and the contractor's Certificates of Insurance (COI) are required and must be submitted with the ARF (Policy C.5.)** Contractor's are required to have general liability, auto and workers comp insurance. A workers comp exempt certificate must be provided for contractors that do not carry workers comp insurance. The COI's must have the homeowners name and address as Certificate Holder and the homeowner must be listed as additional insured. A COI is also required for SYTC and must have The Soundings name and address listed as Certificate Holder and SYTC must be listed as additional insured. SYTC mailing address is 10301 S.E. Soundings Dr., Hobe Sound, FL. 33455-1790. Sample COI's can be found on the website under "Documents, Architectural Review."
6. **SYTC Policy C.6: The Road, Bridge and Common Area Acknowledgement form** is required for all applications and must be submitted with the ARF.
7. **Construction may not begin until approved by the ARC and a County permit (if required) has been provided to the ARC.**

After the ARF and supporting documentation is received by the ARC, an ARC committee member will be assigned to the application. The committee member will contact the homeowner to advise if the application is clear and complete, or if anything else is required for the application to be reviewed at the next ARC meeting.

Prior to submitting an application for Architectural Review, homeowners should review Article III of the Covenants (Architectural Control) and Section C of the SYTC Policies and Procedures. All can be found on the SYTC website. Should you have any questions about compliance, please reach out to any member of the ARC prior to submitting the ARF.