

LENOX PLACE

S U N N Y S I D E

2014 Exterior Project Form (EPF) Approval Process Workflow

Step #	Process Step	Min Number of Days
1	Homeowner - Complete MSWord Exterior Project Form from "Document and Policies Section" of lenoxplace.org website.	--
2	Homeowner - Mails or Emails completed Exterior Project Form to Capitol via regular mail or to EPF@lenoxplace.org (central mailbox). Mail or Hand Deliver physical samples to Capitol Property Mgmt. or LPAS Board/ARC Member.	--
3	Email submitted EPF will automatically forward to Capitol, ARC Committee Liaison and Board President. Submitter receives email receipt via auto reply. Mail submission will be manually processed.	--
4	ARC Liaison/Capitol - Review EPF & supporting documentation for accuracy and completeness. Incomplete or inaccurate EPFs circled back to Homeowner for revision using central mailbox for electronic submissions.	1-3
5	ARC Liaison/Capitol - Tracks all incoming submissions and status in a central shared tracking worksheet.	
6	ARC Liaison/Capitol - Forwards EPFs and documents ARC Members in MS Word Format . Mailed submissions will be manually processed.	0-1
7	ARC - Conducts scheduled in-person monthly meeting(s) to review, discuss and vote on submitted Exterior Project requests. Formal meetings occur on the 3rd Monday Monthly unless there are no pending issues or exterior project forms to review.	1-10
8	ARC - Conducts open meetings, takes minutes and provides a written summary of findings/decisions to Capitol and the Board. Forwards approved documentation to Capitol. ARC summary includes votes, decision date, unit number, homeowner last name, type of Exterior Project, decision and supporting rationale.	0-3
9	Capitol - After monthly Board meeting review e-signs, codes and PDFs Formal Approval/Disapproval documentaton and sends to Homeowner via email and retains copies/files for record keeping. Copy ARC Liaison, Central Mailbox and Board President. Mailed submissions will be manually processed.	1-5
10	Homeowner - Recieves approval and commences with repair/replacement project (starting project prior to receiving authorization may result in a HOA violation).	--

Minimum EPF Processing Time

23 Days

Color Key:		
Homeowner	Capitol Property Management/ARC Liaison	Architectural Review Committee (ARC)