

March 8, 2019

Dear Fellow North Fork Homeowner:

It has been brought to the Board's attention by the ARB Committee and our property management company, CRA, that some ARB applications are being submitted incomplete (*i.e. cut/pasted together, no paint chip/roof tile provided, not enough detail, etc.*), which slows down the review process for all involved and makes approving requests very challenging.

We, therefore, wanted to take this opportunity to provide everyone with a summary of our ARB application procedures in the hope that it will help to expedite the application process and lessen any potential delays and/or frustration which may otherwise occur on the part of either homeowners or ARB committee members. Please keep in mind that ARB members are North Fork homeowners themselves, as well, who have graciously agreed to volunteer to give up some of their free time to help serve our community.

For references purposes, a copy of the latest ARB guidelines, as well as a revised ARB application form, can be found on the POA's website

at: http://www.northforkpoa.org/uploads/1/1/5/2/115294953/387512932-nf-arb-guidelines-2018-april_1_.pdf.

and http://www.northforkpoa.org/uploads/1/1/5/2/115294953/north_fork_-_arb_form_rev_3-8-19_.pdf

ARB APPLICATION PROCEDURES

It is highly recommended that you review these procedures carefully before proceeding with your ARB application and refer to them as needed as you are completing your application.

All ARB applications must be submitted on the POA's official application form. No cut-and-paste renditions will be accepted.

AN APPLICATION REQUESTING APPROVAL FOR A PHYSICAL ALTERATION INCLUDING LANDSCAPING CHANGES, MUST BE ACCOMPANIED BY A SET OF PLANS (SITE PLAN OR SURVEY) OR DETAILED SKETCH INDICATING THE EXACT LOCATION, SIZE, AND DIMENSIONS, TYPE OF CONSTRUCTION AND OTHER PERTINENT INFORMATION AS MAY BE NECESSARY.

PLEASE NOTE: THE 30-DAY TIME PERIOD FOR PROCESSING YOUR APPLICATION DOES NOT BEGIN UNTIL ALL REQUIRED INFORMATION HAS BEEN RECEIVED BY THE ARB.

Your completed application must include a description of all the pertinent details, such as manufacturer's name of materials, locations, dimensions, etc., for your request (*please feel free to attach additional pages if necessary*). Also, please include any applicable surveys, plot plans, landscape drawings, landscape plans, plant lists. Some of the more common request types and specific information needed are:

- I. **Roof Tile** -- a description from the manufacturer including the name, color, style, composition and model number and a sample of the roof tile is needed.
- II. **Paint Color** -- the name of the paint manufacturer and name of the paint color. Please clearly indicate the color(s) you plan to use and where they will be used (*ie., house, trim, door, etc.*). In order for the ARB Committee to be able to view your paint color and/or roof tile, please leave the custom paint sample or paint chip under your front door mat and any roof tile samples beside your front door. Paint chips and roof tiles must be made available so the ARB can see exactly what they are approving or your application will be returned to you as incomplete. At the same time you submit your application, you will need to paint a sample area on the front of the house for review by the ARB Committee (*approximately 12" by 12"*). Please tape it off so that it is easy for the committee to see and label what color is to be used where on your house (*ie., house, trim, door, etc.*). Indicate on your application where on the front of your house you have painted the sample color. The committee will not go on the side or in the back of your house. Also, please note that if you are re-painting your house the same color, re-roofing your house with the same type of tile, or replacing the front door with the same materials, etc., these projects all still requires an ARB application to be submitted and all the same steps followed.
- III. **Fencing** -- a picture/brochure from the manufacturer of the fence along with the style, color, dimensions, materials is needed. A Town of Jupiter permit is required for all fences. The ARB will confirm with the Town of Jupiter that a permit has been obtained.
- IV. **Tree Removal or Replacement** -- please submit a plan which clearly shows all the major trees in your yard and the tree(s) to be removed must be noticeably marked, perhaps with a colored ribbon. Major trees need to be replaced according to ARB Guidelines. ARB applications are **NOT** used to request the removal of a street tree, which is highly discouraged by both the Board of Directors and the Town of Jupiter unless the tree poses a hazard to the community. Please visit the North Fork website to obtain the necessary form to request the removal of a street tree that you feel poses a hazard.

Please note that the above requirements are **NOT** all inclusive, but examples of what an ARB application must include.

Your completed application should be submitted to CRA, our property management company (*via email, mail, or fax*). The e-mail address, mailing address, and fax number information for CRA are all included on the ARB application form itself.

CRA will follow the ARB Guidelines to determine if the application is complete. If your application is **NOT** complete, it will be returned to you to be completed and resubmitted.

CRA will forward the completed application to the ARB Committee and will copy you (*this will begin the 30-day time period*). The ARB Committee will review it, observe paint/roof tiles/fencing at your house, approve/disapprove the application (*generally at a noticed ARB meeting*). It is recommended that you attend this meeting.

CRA will provide to you, via e-mail, your approval letter or disapproval letter (*including reasons*), and will follow up with a hard copy. The ARB Committee will also receive a copy.

Once approved, you will have 60 days from the date of the approval letter to complete your project. Upon completion, please notify CRA via e-mail that your project is completed. An ARB Committee member will stop by your house to verify that the project has been completed in accordance with the parameters of your application.

If disapproved, you may notify CRA that you wish to appeal the ARB's decision to the Board of Directors. This appeal will be placed on the next Board meeting agenda. You may then present your case to the Board and they will render a decision.

It is recommended that you keep indefinitely all records for your files pertaining to ARB applications, approvals, appeals, etc.

PLEASE NOTE AGAIN: THE 30-DAY TIME PERIOD FOR PROCESSING YOUR APPLICATION DOES NOT BEGIN UNTIL ALL REQUIRED INFORMATION HAS BEEN RECEIVED BY THE ARB.

Thank you for complying with the ARB guidelines. This will greatly help to ensure that North Fork remains a very desirable and highly sought-after community in which to live and will benefit us all.

Very truly yours,

Your Board of Directors and ARB Committee Members