

**Marina San Pablo Condominium Association, Inc.,  
A Florida Not-for Profit Corporation (the Association)**

**Architecture Review Board Process Flow**

1. Homeowner initiates review by requesting *Application* package from Property Manager
2. Property manager provides forms and provides **guidance** to the homeowner on what is needed on the application; assists with teeing up contractor license, proof of insurance, permits, etc.,
3. Homeowner completes application and provides all requested information. Incomplete applications will delay the review and approval process.
4. Homeowner returns completed app to the property manager with the application fee and inclusive of proof of insurance, contractor license information, project drawing and appropriate Duval County building permits for the scope of work.
5. The Property Manager:
  - a) reviews the application for the critical elements, attachments, and/or ensures that they are in process. e.g.; confirms contractor has requested insurance agent to send proof of insurance. The Property Manager will use the pre-construction checklist of the *Acknowledgement* form to confirm receipt of required documentation.
  - b) secures additional information from owner before passing application to the ARB.
6. The property manager:
  - a) notifies the ARB Chairperson that he or she has received a **complete** application and it is ready for ARB review.
  - b) posts meeting notice received after step 7b.
7. The ARB chairperson
  - a) will coordinate with ARB members and schedule a meeting for the ARB review with the homeowner and/or contractor as necessary.
  - b) will prepare a meeting notice and return to the property manager for posting in the designated areas. Refer to step 6b.
8. ARB conducts its review of the completed application via email or during the posted meeting, as appropriate to the complexity of the application. The ARB will provide results of its review and return the application to the Property Manager with status of:
  - a) **Approved.**
  - b) **In-Process-Additional Information Required.** An "In-Process" Application is complete except for in process documents, e.g.; proof of insurance, permits. Property Manager will communicate with homeowner to secure additional items. Once received, the Property Manager will review and confirm that the application is complete and will send the application to the BOARD for approval.

- c) **Incomplete.** Requests more detail and returns to property manager with outline of additional questions or required documentation. In this case, not enough info is available for ARB to provide an in-process evaluation.
- d) **Denied.** Project does not align with Association rules, regulations and guidelines. Denial will include specific references to Association documents.
- e) **Request for engineering review.** A project such as a complete remodel will require a deeper analysis of construction impacts to the tower building. The homeowner will be responsible for the cost of the consultant's review.

9. Property manager proceeds as follows:

- a) **Approved:** Sends application to the BOARD for their approval. Go to Step 10.
- b) **In Process; Additional Information Needed:** An "In-Process" Application is complete except for in-process documents, e.g.; proof of insurance, permits. Property Manager will communicate with homeowner to secure additional items. Once received, the Property Manager will review and confirm that the application is now complete and send to the BOARD for final approval.
- c) **Incomplete:** Contact the homeowner and provide instructions to bring application into compliance for detailed review.
- d) **Denied:** Advise homeowner that project has been denied. Denial will include specific references to documents.
- e) **Request for professional review.** Advise homeowner that a detailed contractor review is required due to the complexity of the project outlined. The homeowner will be responsible for the cost of the consultant's review.

Note: Steps 8 and 9 are repeated until all information is obtained and application is decided.

10. The BOARD receives ARB-approved application from the Property Manager via email. The Board reviews and approves ARB app or provides other feedback and returns the application to the Property Manager.

- a) If **approved**, go to Step 11.
- b) If **not approved**, go to Step 8b, c, d, or e.

11. Property Manager:

- a) sends Board-Approved or Board-Denied ARB complete application to Sovereign-Jacobs for retention in Association Records,
- b) advises the owner that their ARB application has been approved or denied and
- c) makes this ARB approval/denial an agenda item for ratification in the next BOARD meeting.

12. The Homeowner, upon receiving notice of approved ARB application, completes the ARB Approval and Acknowledgement form and returns the signed acknowledgement to the Property Manager. The Homeowner agrees to provide contractors with *Notices for Contractors and Service Personnel*.

**Note: The renovation project can begin only after the Association receives the Acknowledge Document.**

13. The Property Manager:

- a) conducts the first inspection with photos. The scope of the inspection is to confirm alignment with ARB procedures not construction-related issues;
- b) sends email announcement to tower residents making them aware of the scheduled renovation project with projected dates and requesting their patience and cooperation;
- c) schedules mid-project inspection with photos with homeowner, and subsequent on each interval.

**Review and Approved by:**

**ARB Committee Members:**

**Property Manager:**

**Board of Directors:**