

TEOA ARC Operating Procedures (Revised 2/19/11)

All Previous ARC Procedures and operating guidelines are replaced with this edition. This edition will be publicized with the Board minutes and on the TEOA website.

1. Election of the ARC Chairperson, Vice-chairperson, and Secretary will be conducted at the first regular meeting of the ARC each year. Meeting dates (subject to change) for the upcoming year are to be set at this meeting.
2. A quorum for ARC meetings shall be three members; at least one of the quorum shall be the Chairperson or Vice-Chairperson.
3. Application packages are maintained at the website, teoaweb.com. The Covenants, By-Laws, Architectural Guidelines, and ARC Operating Procedures are available on the website.
4. The application Fee for new construction is \$400 (Architect's fee is \$350).
5. The Security Deposit should be drawn from the account of the homebuilder. (The owner should not pay this deposit).
6. The security Deposit, required by the Architectural Guidelines, may be increased by the total amount for fines imposed against a builder or owner in the preceding two full years.
7. All correspondence should be between the ARC and the owner. (Copy to Builder).
8. Lot thinning (clearing not to include six-inch diameter or larger trees) does not require ARC approval. The owner will be held responsible for debris (limbs, mud) in the road.
9. For onsite meetings by the ARC, the attendance of the lot owner may be requested. Two ARC members should attend on-site meetings, and a follow-up letter should be placed in the ARC files. (If the builder is attending a meeting with the ARC, the owner should also be present). If occupied, the owner/resident should be notified of an ARC on-site review by leaving a phone message and ringing the doorbell.
10. Infractions leading to a fine should be witnessed, if possible, by two association members.
11. Screen doors shall match the finish of screen-porch columns, stiles, and rails.
12. Floats for personal watercraft (Jet skies, sea-doo's, etc.) that do not raise the bottom of the PWC more than 2 feet above the water's surface are exempt from the boatlift provisions and do not require ARC approval.
13. The fee for a Covenant Section 6.08 Certification of Compliance is \$50.
14. Approved mailbox design includes a closed-backed newspaper box.
15. Construction vehicles will be parked on Owner's property during non-working hours, i.e. over night. Equipment required for new construction or improvements, i.e. dumpsters, portable toilets and construction materials must be confined entirely to Owner's property.
16. Screening of all utilities (HVAC, etc) must be at least 3 ft. in height for plantings, 4 ft. in height for structures.