

ARC Denial Letter

Association name:

Date:

Request number:

Property address:

Owner name:

Dear [OWNER NAME],

The Architectural Review Committee met on [DECISION DATE] and reviewed your request, received on [SUBMISSION DATE], to [DESCRIPTION OF PROPOSED CHANGE].

The Committee has denied the request as submitted.

The basis for this denial is Section [SECTION NUMBER] of the [DESIGN GUIDELINES / DECLARATION], which provides: "[QUOTE THE EXACT PROVISION]." Your proposal does not conform because [SPECIFIC NONCONFORMING ASPECT — e.g., the proposed fence is 8 feet tall where Section 4.2 permits a maximum of 6 feet].

The Committee would consider a revised proposal that [CHANGES REQUIRED FOR APPROVAL — e.g., reduces the fence height to 6 feet and uses a material listed in Appendix B]. You may resubmit at any time through the standard application process.

If you believe this decision is in error, you may request [RECONSIDERATION / A HEARING] by [APPEAL PROCEDURE FROM YOUR DOCUMENTS OR STATUTE — e.g., written request to the board within 30 days]. [CALIFORNIA: describe reconsideration by the board at an open board meeting. TEXAS, OVER-40-LOT ASSOCIATIONS: state the 30-day window to request a hearing, which the board holds within 30 days.]

This decision applies the same standards the Committee applies to all requests under Section [SECTION NUMBER].

Sincerely,

Name and title, on behalf of the Architectural Review Committee