

**TEAL LAKE VILLAGE ASSOCIATION
HOMEOWNER'S ARC APPLICATION PROCEDURE
March 2024**

Property Changes

Changes in the appearance of your home and yard require both Teal Lake Village Association (TLVA) preliminary recommendation and South Bay Community Association Architectural Review Committee (SBCA-ARC) approval. Application forms for these changes can be found on the SBCA website, **sbca.club** (ARC Section, Documents) or directly **at sbca.io**. A link to these forms is also found on the Village website, tlva.net, under SBCA ARC Committee – Forms and Information. The forms are:

“Building Construction/Modification Application”, “Building Maintenance/Repair” and “Landscape Application”.

In addition, the SBCA ARC Documents webpage includes design standard guidelines, application process and examples of projects that do and do not need approval. Make sure you are using the most current version of the Design Standards and appropriate application form.

Begin the application when you are certain you want to proceed. Expect that the approval process for changes to your property may take several weeks, since the **SBCA ARC only meets once a month, on the third Friday of the month.**

Call or email the Village ARC if you have questions.

In addition to general information, the application must include a sketch or drawing of structural changes, such as deck expansions, a list of neighbors you have notified about the project and a copy of the plat map indicating your location and that of neighbors notified, photos or samples of products to be used, such as roofing material or paint chips.

A meeting with the Village ARC Rep may be indicated to review your project.

Submit one hard copy of your completed application for building changes or landscape changes to the Village Architectural Review Committee Representative (ARC Rep) **later than the second Wednesday of the month**, so the ARC Rep can ensure the application is complete. Please be sure to include a copy of the plat map, indicating your location and mark with an “N” the houses that have been notified. Be sure your Neighbor Notification is complete. If you need assistance with this, contact your ARC Rep. You may also submit your completed application to the Village ARC Rep electronically. After review and a recommendation for or against approval, the Village ARC Rep will forward the application to the Bay Club for the SBCA ARC **no later than the second Friday of the month.**

The application will be reviewed at the monthly **SBCA ARC meeting, which is held at the Bay Club, normally at 9:30 A.M. on the third Friday of the month.** Homeowners are encouraged to attend this meeting.

Normally, on the Monday following the SBCA ARC review of applications, a permit letter is sent via email indicating the result of the SBCA ARC decision.

LIMITED COMMON AREA CHANGES

Limited Common Area Modification Applications are managed by the Village ARC and the Village Board, not by the SBCA ARC. The Application form is on the Teal Lake website, tlva.net, under ARC Documents.

Submit one copy to the Village ARC Rep, who will meet with the homeowner to review the request and make a recommendation before forwarding it to the Village Board for review. A site visit may be necessary. Limited Common Area requests are made available to the Homeowners Association (HOA) homeowners for review and comment prior to a Board decision.

If you are requesting **Limited Common Area Maintenance** work, contact the **Village Landscape Chair or your Landscape Committee Representative.**

PERMISSIVE LAND USE AGREEMENTS (PLUAs)

About 80% of the Teal Lake Village lots have Permissive Land Use Agreements (PLUAs). These were created either when the property was purchased or when the PLUA was obtained following purchase. In most cases, they provide up to twenty feet of additional usage beyond the rear property line. The land is still owned by the HOA, but the homeowner is responsible for maintaining it.

If your property does not have a PLUA and you wish to apply for one, contact the Village ARC Chair or Board President. PLUA details, including the application form, can be found on the Teal Lake Village website, tlva.net, under Landscape Documents, and TLVA Vegetation Management Plan, Appendix G. All costs for obtaining a PLUA are the responsibility of the requesting owner. PLUAs run with the land and are passed on to subsequent homeowners.

EXPEDITED (EMERGENCY) REQUESTS:

On occasion, unexpected events occur which necessitate action before the next scheduled SBCA ARC meeting or Teal Lake Village Board Meeting (A roof starts to leak, a retaining wall starts slipping, a tree starts falling over creating a risk, a painter who wasn't available for four months, suddenly has an opening next week, etc.) In this type of event, contact the Village ARC immediately and fill out the regular form that applies to the situation, marking it "Expedited or Emergency Request". If the SBCA ARC Committee or the Teal Lake Board, deem it an emergency,

they have the ability to approve it by email and ratify the approval at their next regularly scheduled meeting.

RETROACTIVE REQUESTS:

If, for whatever reason, you have proceeded with work that requires an approval, without putting in an application, please contact you ARC Rep immediately and fill out a proper application, including Neighbor Notification.. Since the inception of the SBCA Compliance Policy and the Teal Lake Village Enforcement Policy (Rule 8) actions taken without proper approval leaves a homeowner potentially subject to fines. An application for retroactive approval is not a guarantee that it will be granted. However, this approach is preferable to ignoring the transgression altogether and hoping it is not noticed.

REQUESTS FOR CHANGES IN BAYVIEW LIMITED COMMON AREAS OR LOTS

Homeowners wishing to request alteration of vegetation or tree trimming or removal in Bayview Limited Common Areas or on Bayview Lots must put in their request through the Teal Lake Village ARC. Bayview will not accept requests directly from homeowners.