

**Teal Lake Village Association
Architectural Review Committee/Chair**

Role: To assist homeowners in submitting building and landscape modification applications to the South Bay Community Association Architectural Review Committee (SBCA-ARC) and to advise the Teal Lake Village Association Board on Limited Common Area and Permissive Land Use Agreement (PLUA) applications to the Board. The ARC may be an individual or a committee.

Duties:

Be familiar with the Master Declaration, the most current version of the Design Standards, the Teal Lake Village Supplementary CC&Rs, the PLUA documents, Jefferson County requirements for permits from the Department of Public Works and the Department of Community Development and all SBCA and Teal Lake Village ARC application forms.

Do a preliminary review of the requested project to determine if a formal application is necessary. Consult with the most current version of the Design Standards, section 4.2.2 to assist in making this determination. Design Standards Appendix A contains a list of common projects which do and do not need a permit.

Assist homeowners in obtaining the most current version of Building and Landscape Modification Forms or the Limited Common Area Modification Form and a copy of the appropriate plat map, if necessary. Building Modification and Landscape Modification forms and a copy of the Design Standards can be found at **sbca.club** in the ARC Section or directly at **sbca.io**. Teal lake Village Limited Common Area Application forms can be found on the Village website, tlva.net under "ARC Documents"..

Plat maps can be found under "ARC Documents" in the Vegetation Management Plan, Appendix B.

Ensure Forms are filled out correctly and completely, including signatures, neighbor notification, plat maps, product sample photos, schematics, etc.

Assist the homeowner with neighbor notification if needed, including email notification. For projects involving Limited Common Areas, a notice must be sent to all homeowners as part of neighbor notification prior to the Board acting on the application, with enough notice for homeowner response ahead of the meeting. Notice must include date and time of Board meeting where application will be reviewed.

Inform homeowners that contractors working on Village Limited Common Areas must be licensed and bonded.

Inform homeowners applications are due to the **Village ARC Rep by the SECOND WEDNESDAY** of the month and to the **SBCA ARC by the SECOND FRIDAY** of the month.

SBCA applications are normally reviewed on the THIRD FRIDAY of the month at the Bay Club at 9:30 A.M. **Village Board Meetings** are normally monthly or quarterly on the **third Thursday of the month** at 1PM at the Bay Club. Attend the meeting if a Teal Lake Village ARC application is being reviewed. Recommend to the homeowner that they attend an SBCA ARC meeting or Village Board meeting if they have an application that is being reviewed.

Make a copy of the application, including the subsequent Permit Approval (Disapproval) letter and retain in the Teal Lake Village ARC Records.

Advise a homeowner on how to file a Request for Reconsideration to the SBCA ARC (Design Standards Section 4.6), an Appeal to the SBCA Board (Design Standards Section 4.7).

For projects which require Jefferson County Approval:

Do a site visit of the area in question.

Ensure project has obtained Conditional Approval from TLVA Board.

Obtain a General Permit Application form from the Department of Public Works in Port Townsend (623 Sheridan Street) for projects within the County Easement – generally 25-30 feet from the center of the adjacent public road and/or a Tree/Vegetation Application from the Department of Community Development in Port Townsend (621 Sheridan Street) for projects in Critical Geologic (Landslide Hazard) Areas.

Fill out the form as the “Authorized Agent” for the Homeowners Association and include required documentation (Photos, plat maps, schematics, geotechnical report, arborist’s report).

Inform the requesting homeowners that they are responsible to pay all fees, including application fees and fines and all arborist, geotechnical survey and contractor fees associated with the project.

Obtain check from homeowners for application fees and submit forms and checks to County Department(s).

Attend the site visit with the County Department representative and the requesting owners and contractor or arborist as required.

When County permit applications are approved and permits received, issue a Final TLVA Board Approval Permit prior to work commencing.

Be on site or have another Board member be on site when the work in the Limited Common Area is actually being done. Inform County and the Board when the work is completed.

Retain a copy of all County Permits in the ARC records with the homeowner’s ARC application.

For Permissive Land Use Agreement (PLUA) Properties:

Obtain a list of which properties in Teal Lake Village have Permissive Land Use Agreements (PLUAs). Approximately 80% of Lots in Teal Lake have PLUAs. For projects involving PLUA areas, applications are submitted to the Village Board for approval.

PLUAs normally only involve “backyard” areas of the property.

Since land involved in a PLUA is Village Limited Common Area, applications for work in PLUA require Village Neighbor Notification the same as any other Limited Common Area application.

Remind homeowner submitting application that while the land is a Limited Common Area, the homeowner is responsible for maintenance of it. This is also true of existing PLUAs.

A homeowner wishing to obtain a PLUA can submit the PLUA application located on the Village website, tlva.net, under “Landscape Documents” in the Vegetation Management Plan, Appendix G.

PLUAs must be notarized and recorded with the Jefferson County Auditor’s Office. In Port Townsend. The requesting homeowner is responsible for all fees. The PLUA runs with the land and is passed on to new homeowners.

For ARC Requests involving Bayview Village:

All ARC requests for property in Bayview Village are routed through the Teal Lake Village ARC Representative, using standard ARC application forms. Homeowners are not to contact the Bayview ARC Representative or Bayview Board members regarding ARC issues.

The Teal Lake Village ARC Rep will contact the Bayview ARC Rep or the Bayview Vegetation Management Coordinator regarding ARC requests in Bayview Village.

When Leaving Position of ARC Chair:

Conduct an orientation with Successor to the position.