

**APPLICATION AND REVIEW PROCEDURES**  
**SBCA Architectural Review Committee (SBCA-ARC)**  
**Guidelines for Homeowners**

The South Bay Community Association has an active Architectural Review Committee. Their mission is to help maintain and protect property value and the overall attractive appearance of South Bay for the benefit of all homeowners. Their function is to review submitted Architectural requests for compliance with the governing documents. Application and review procedures that will be used by the SBCA Architectural Review Committee are detailed below.

**1. Applications.** When a Homeowner plans to undertake a project on the exterior of their house and/or property, they must submit an application form. All applications for the proposed improvements should be submitted in writing using the application forms authorized by the SBCA Architectural Review Committee. There are three (3) application forms available, which may be picked up at the Bay Club Front Office; obtained from the Village-ARC representative or Village HOA; or downloaded from the South Bay website at <https://www.plsbca.org/sbca-arc/>

- **Building Maintenance/Repair:** Is to be used for any project which changes the outward appearance, while retaining the same exterior footprint, on an existing structure. Examples include: when the project is for changing the color of the house; replacing cedar shakes with composite roof shingles, etc.
- **Building Construction/Modification:** Is to be used for all new construction or any project which changes the exterior footprint or appearance of an existing structure. Examples include: changing the size of a deck; adding a new heat pump or adding solar panels, etc.
- **Landscape:** Is to be used for any project which changes the landscaping of the lot, other than the exceptions listed in Appendix A Item 1.

**See Appendix A Item 2 for additional examples of projects that need approval  
and the corresponding forms.**

Applications must be complete in order to commence the review process. Incomplete applications will be returned to the applicant with a verbal or written statement of deficiencies that must be remedied in order to be considered for review.

**2. Supporting Documentation.** The application should include a complete and accurate description of the proposed improvement(s). To allow evaluation by the Architectural Review Committee, supporting exhibits will frequently be required. Examples include: a site plan showing the location and dimensions of the proposed improvement; architectural drawings or plans, as applicable; landscape plan; material and/or color samples, etc. The application forms provide guidance with respect to the supporting documentation required for various types of improvements.

**3. Submitting a Completed Application.** All applications should generally be submitted through the Village-ARC representative or Village HOA. If there is no Village-ARC or Village HOA, applications are to be submitted to the SBCA-ARC Office. The homeowner may also submit an application directly

to SBCA-ARC. The application may be dropped off at the Bay Club; mailed to South Bay Community Association, 120 Spinnaker Place, Port Ludlow WA 98365 Attention SBCA-ARC; or emailed to [bayclub@cablespeed.com](mailto:bayclub@cablespeed.com) **Note that applications need to be turned in by the SECOND Friday of the month in order to be reviewed at that monthly SBCA-ARC meeting. Applications submitted after the second Friday of the month will generally not be reviewed by SBCA-ARC at that month's SBCA-ARC meeting, but rather be reviewed the following month (unless an expedited review is requested by applicant and granted by SBCA-ARC). If Applicant is requesting an expedited review of the Application, applicant must indicate in the application the reason for expedited review. Applicant should, as part of neighbor notification, inform neighbor(s) the date applicant expects or requested that SBCA-ARC review the application, including any expedited review requests.**

**4. Time Frame for Completion of the Review.** Completed applications are reviewed by the SBCA-ARC and are acted upon as expeditiously as reasonably possible depending upon the complexity of the project, time required for site inspections, and cooperation of the applicant in submitting the necessary information. Normally the application will be acted upon at the next regularly scheduled SBCA-ARC monthly meeting, provided the application was submitted by the second Friday of that month. The SBCA-ARC may approve, conditionally approve or disapprove any proposed improvement. (DS 4.3) The Monthly SBCA-ARC meeting is held on the third Friday of the month at 9:30 am at the Bay Club. Owners and Village-ARC representatives are encouraged to attend in case any questions concerning the application need to be addressed.

**5. Notice of Approval/Disapproval.** A South Bay Approval Letter will be issued once all project review has been completed and approved by the SBCA-ARC. The Owner and Village-ARC will be notified of the decision by the SBCA-ARC. Approvals are valid for 90 days. A copy of the Approval Letter will be available at the Bay Club Front Desk by end of day the Monday following the monthly SBCA-ARC meeting.

**6. Request for Time Extension.** If the approved project cannot be completed prior to the approval expiration date, a written request form for a time extension, which is available on the SBCA website, should be submitted to the SBCA General Manager. The Owner has the right to a one time automatic 90 day approval. Any additional extensions will require SBCA-ARC review.

#### **Reminders:**

- Each homeowner has the responsibility to submit an application form prior to making any changes to the exterior of their home or property.
- Written approval of the SBCA Architectural Review Committee should be obtained prior to any changes being made.
- It is the responsibility of Owners to comply with all governmental, village or other requirements.

- **Granting of an Approval by the SBCA-ARC does not constitute compliance by the homeowner with governmental, village and other requirements. Owners are responsible for complying with all governmental, village and other requirements. (See DS 3.1)**