

ARB Application Approval Process

Type of Approvals

Standard vs. Direct Approval

Comparison of ARB Approval Types		
ARB Application Steps	<i>Approval Type</i>	
	Direct	Standard
Completed ARB application	●	●
Neighborhood association review	●	●
Property management office review & tracking	●	●
WT ARB review		●
WT Foundation sign-off		●

Standard Approval Process

The Standard Approval process involves the office staff for application review, village approval, ARB approval and WTF board member approval.

The following steps outline the Standard Approval process:

- 1) Homeowner completes and submits the application to the Winston Trails office.
- 2) Office staff will review the application to ensure it is fully completed.
- 3) Once reviewed, the application is sent to the designated village board member for approval.
- 4) Village board member returns application to the office.
- 5) Office submits application to the ARB Committee.
- 6) The ARB Committee convenes every other week for application review and approval.
- 7) After the ARB Committee returns the applications, they get sent to the designated WTF board member for final approval- the WTF board member may deny an application approved at the village and ARB level if it does not comply with current ARB standards.

Direct Approval Process

The Direct Approval process removes the ARB Committee from the application process, however the office can always make the decision to submit the application to the committee for further review.

The Direct Approval process only applies to ARB applications for paint, gutters and accordion shutters. All other projects will go through the Standard Approval process.

The following steps outline the Direct Approval process:

- 1) Homeowner completes and submits the application to the Winston Trails office.
- 2) Office staff will review the application to ensure it is fully completed.
- 3) Once reviewed, the application is sent to the designated village board member for approval.
- 4) Board member returns application to the office.
- 5) Office submits application to the property manager who will verify the application meets the criteria for Direct Approval, and the approval will be signed by the property manager.

Direct Approval Eligible Projects

- Accordion Shutters- may be white, off-white, beige or light tan
- Gutters- may be white, off-white, beige or tan OR they may match the color of the roof, trim color or fascia board color. Downspouts may either match the color of the gutters or the house body color.
- House Paint

Criteria Required for Direct Approval ARB Applications

A Homeowner must submit a fully completed ARB application form including the following:

- 1) Homeowner information complete, including signatures
- 2) Description of work to be completed
- 3) Color photos of the front of the home and where work will be completed
- 4) Drawing indication location of all proposed changes and products, if applicable
- 5) Product color
- 6) For shutters- product name and manufacturer
- 7) For paint, include color scheme and samples. If using a brand other than Sherwin Williams, please name paint brand and include color samples
- 8) Copy of contractor business registration, license, liability insurance and workers comp, if applicable
- 9) Approval and signature by the village association

Approval Type Determination

If ANY aspect of the application is incomplete or in question, the property management office staff may at their discretion send the application through the ARB Standard Approval process. The application will go through the standard ARB committee review and WT board approval.

If the application is for a Direct Approval eligible project and the application is fully complete in meeting all criteria, the property management office staff may at their discretion issue an immediate Direct Approval on behalf of the ARB committee and WT board.

To sufficiently determine Direct Approval eligibility, the subject ARB application and criteria must be verified by two (2) members of the property management staff, and both must agree Direct Approval is applicable. If the ARB application cannot be verified by two members of property management, or they don't agree, the application must be submitted for Standard Approval via the normal ARB committee review.

Documentation

Recordkeeping and filing of all ARB applications, whether the application receives Standard or Direct Approval, will be the same. Notification processes and written communication of all approvals will be according to procedure determined by the property management office.