

# FELLS COVE HOMEOWNER'S ASSOCIATION

## Architectural Review Committee (ARC) Application Process

The Fells Cove HOA encourages its members to maintain and improve their homes. Home improvements help maintain and/or increase the property values in our community. The ARC has the absolute right to approve or disapprove plans for any reason including aesthetic considerations.

Homeowners will need to submit an Architectural Review Application whenever a change to the exterior of the home is to be made. This application must be submitted and approved prior to the commencement of any work to be done. Homeowners who start work prior to the approval of the ARC application are in violation of the covenants. They may be asked to remove the work performed, fined, or be referred to legal action.

Homeowners are asked to refer to the HOA covenants for more information regarding work that may require ARC approvals. When in doubt, residents need to consult with the Association's management company via e-mail at [orladmin1@donasher.com](mailto:orladmin1@donasher.com) or phone 407-425-4561 before proceeding. Applicants are responsible for following all applicable codes and regulations, as well as obtaining the necessary permits associated with the project.

### **Fells Cove ARC Application**

The ARC Application can be found on the Fells Cove HOA website [https://frontsteps.cloud/CaliberWeb2\\_DonAsher](https://frontsteps.cloud/CaliberWeb2_DonAsher).

Go to the tab that reads Documents, then ARB. Here you will also find the approved paint codes, color samples and paint schemes when painting the exterior of your home as well as other guidelines for different ARC projects.

## **Step One – Submit Application**

Complete the online ARC Application in its entirety. Remember, you must complete **one application per project**. Although the application may be mailed, it is recommended that it be submitted electronically for faster processing. The website address for uploading the ARC Application is <https://frontsteps.cloud/CaliberWeb2> [DonAsher](mailto:DonAsher).

Prior to starting an online application, download the new Fells Cove ARC Application form and complete it in its entirety. The ARC prefers that the form be filled and signed electronically, but you can print, handwritten, and scan back to a digital format (preferably in PDF, but a clear and readable photo is acceptable).

In addition, prior to starting the application, prepare all other digital supporting documents to be uploaded into the online application. The following supporting documents can and should include, but not limited to, a site survey/plot depicting the location and design of the project, current photos of the area being impacted, copies of drawings, color samples, contracts, and/or other supporting documents that will assist in reviewing and expediting your application.

NOTE: Once an online application is started, a file is uploaded and exited, the application is locked and additional forms cannot be added and no other changes can be made. If an error is made or additional documents need to be added please email the information and files to [orladmin1@donasher.com](mailto:orladmin1@donasher.com).

Below are some screenshots of the process and instructions to successfully complete a full online application.

## **Step Two – Application Review Process**

If mailed, ARC Application is received by Don Asher & Associates, it is reviewed for completeness and accuracy. The application and attachments are forwarded to the ARC for approval.

If processed online, the ARC is notified of the completed application and will review for approval. NOTE: The application will be denied after 72 hours if an incomplete application is submitted and no supporting documents are added to the application.

To expedite the review process, please provide a valid phone number and email on the application in the event there are any clarifying questions needed by the ARC.

The ARC is comprised of volunteers from our Fells Cove community. Although the committee has 30 days to respond, the application will most likely be processed within two weeks if it was filled out completely and there are no issues.

### **Step Three – Application Decision**

Once the application is approved or denied, the resident will receive an email from Caliber software and a notification letter via USPS regular mail. If approved, the homeowner is then able to start work on the project. All approved projects must be **started within 60 days of approval** or a new application must be submitted.

If the application is denied, the homeowner will also receive an email and a notification via US Mail stating the reason for denial.

### **Step Four – Project Completion**

Once the work has been completed, the homeowner must submit, via email, proof of the completed work so it can be verified against the original application. Any variances from the original application will not be accepted, unless approval is provided by the ARC. The Association reserves the right to conduct a final inspection to ensure the completed project is in compliance with the approved ARC application.

Any unapproved variations, are subject to removal of the unapproved work performed, a fine, or be referred to legal action.

All projects must be **completed within 90 days** of the official ARC Application approved date, unless approved by the ARC.

### **ARC Appeals Process**

Below is the process the homeowner may use to appeal a denied ARC Application.

1. The homeowner must submit an appeal, via email and mail, to the HOA Board within 30 days after the denial letter was sent.
2. The Board will respond to the appeal and copy the ARC Committee.

If the Board decides to uphold the decision (support the denial) of the ARC Committee, the decision on the original ARC Application is **final**.

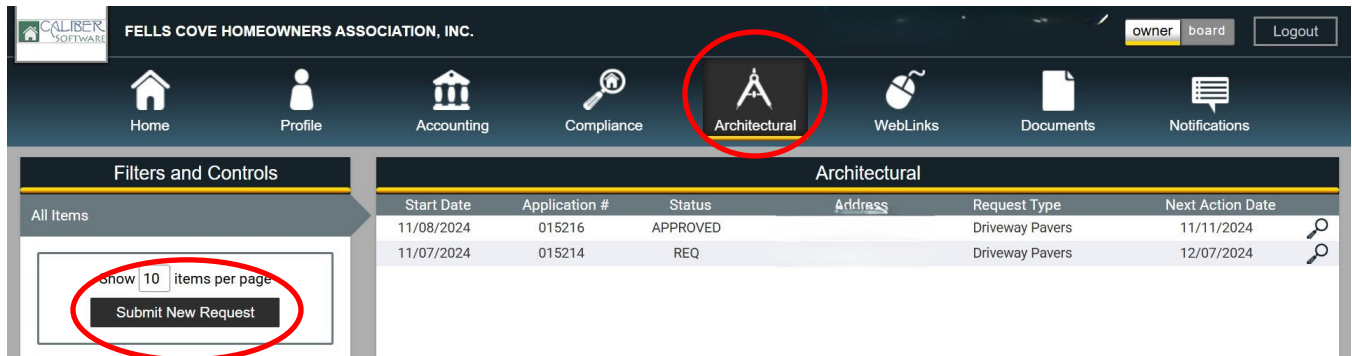
If the Board overturns the appeal (approves the ARC Application) the homeowner has **90** days after approval has been given to complete the project. Step Four must also be completed.

### **Resubmissions**

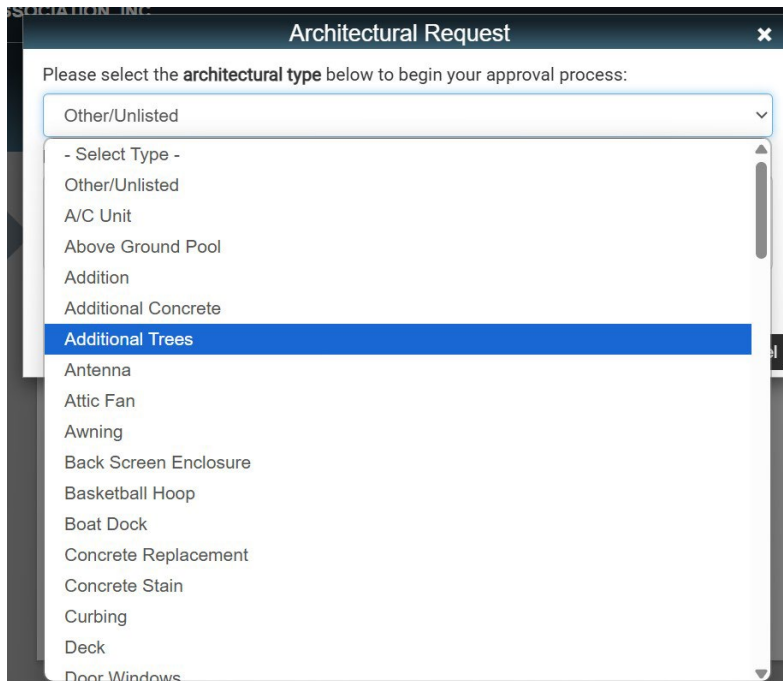
The homeowner is entitled to resubmit a NEW application for the same project **only if changes** to either the original application and/or the supporting documentation have been made. A resubmittal **without any changes/revisions** to the original ARC application is considered an **automatic Denial**. Resubmitted ARC applications re-starts the entire process including all applicable timelines.

# Online Portal Application Process

1. Select the “Architectural” Tab
2. Click “Submit New Request”



3. Choose the type of Architectural Request.
  - a. Do not use *Other/Unlisted* (will not allow file uploads)



4. Choose all files to upload including the ARC Application and all supporting documentation.
- a. There are two sections to add files, please ignore the second section as it is redundant and will cause errors.
  - b. Do NOT click “close” at the bottom.

**Architectural Proceedings** [Close]

Start Date: 05/02/2025

Application Number: 016296

Address:

Request Type: New Roof

Status: REQ

Next Action Date: 06/01/2025

**Required Actions**

Requirement: Application upload

Step: Submitted Application

Step 1

**Choose a File**

Step 2

Name Size

Step 3

~~I'm done, complete this action~~

Requirement: Application upload

Step: Submitted Application

Step 1

**Choose a File**

Step 2

Name Size

Step 3

~~I'm done, complete this action~~

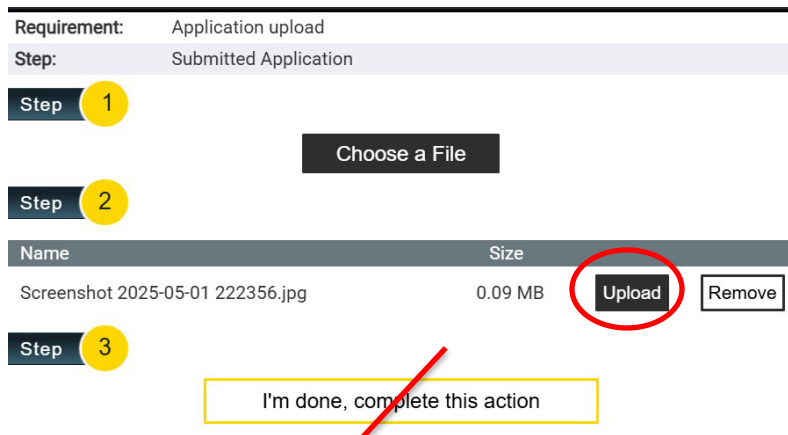
**Process Actions**

Date	Step Action
05/02/2025	Created new Architectural Process of type 'Basic'.
05/02/2025	Advanced to 'Submitted- Architectural Request'.
05/02/2025	Homeowner Submitted new Architectural Request.

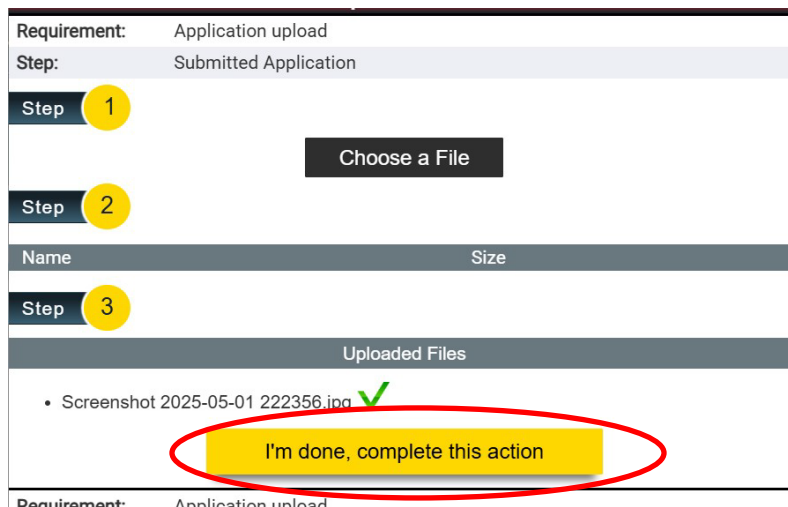
Documents Unavailable

~~Close~~

5. Select "Upload" button for each file added.
  - a. Do **NOT** click the yellow "I'm done" button until all files are added and uploaded.
  - b. Unless you are done, do **NOT** close the window or X the window once files are "uploaded". This will close the application and lock it from adding additional files.



6. Select the yellow "I'm done" button once **all** files are added and uploaded.
  - a. Once locked, any files that need to be changed or added please email them to [orladmin1@donasher.com](mailto:orladmin1@donasher.com).



7. Once submitted your online application should display all the files you uploaded and show that it has been submitted.
  - a. If there are no files, then please email the files to [orladmin1@donasher.com](mailto:orladmin1@donasher.com) within 72 hours or complete another application.
  - b. You may now “Close” the application.

**Architectural Proceedings** [Close]

Start Date: 05/02/2025

Application Number: 016296

Address:

Request Type: New Roof

Status: **REQ - Submitted Application**

Next Action Date: 06/01/2025

**Process Actions**

Date	Step Action
05/02/2025	Created new Architectural Process of type 'Basic'.
05/02/2025	Advanced to 'Submitted- Architectural Request'.
05/02/2025	Homeowner Submitted new Architectural Request.

**Documents**

Document Name	Date Created	View Options
Screenshot 2025-05-01 222356.jpg	05/01/2025	IMG [Eye Icon] [Download Icon]

[Close]