

## APPLICATION PROCESS FOR THE ARNELL CREEK HOA ARCHITECTURAL REVIEW COMMITTEE

1. The applicant must complete an "Application for Construction or Modification to Lot" to the Architectural Review Committee of the Arnell Creek Homeowners Association (ACHOA). The form can be found on the ACHOA website at [www.ArnellCreekHOA.com](http://www.ArnellCreekHOA.com).
2. The applicant should submit the application and supporting documentation:
  - By email to [ArnellCreek@gmail.com](mailto:ArnellCreek@gmail.com), or
  - By regular mail to the ACHOA at 9 Arnell Drive, Rehoboth Beach, DE 19971, or
  - By hand-delivering the paperwork to the Chair of the Architectural Review Committee.
3. The Architectural Review Committee will review the application and supporting documentation. If additional information is needed, a representative of the committee will contact the applicant to secure that information.
  - The primary goal of the Architectural Review Committee is to help the applicant develop a plan that is pleasing to the applicant, and yet compliant to Arnell Creek's current "Declaration of Restrictions" and applicable state and county regulations.
4. It is the committee's goal to render a decision within thirty (30) days of receipt of a complete application. The Architectural Review Committee itself can approved simple requests, and the turnaround time will be much shorter than that. More complex requests may be taken to the full ACHOA Board for its consideration and vote.
5. Once an application has been approved, an approval notice will be mailed or hand-delivered to the applicant for their records.
6. If the project requires a building permit from the County, the homeowner will supply a copy of the permit to the committee before work commences.
7. Upon the completion of the project, a committee representative will meet with the applicant to inspect the project for compliance to the approved plan.
  - If the project conforms to the plan submitted, a notice of compliance will be provided to the applicant.
  - If the project does not conform to the plan submitted, a correction action plan will be developed.

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## GENERAL INFORMATION FOR CONSTRUCTION ON OR MODIFICATION OF LOTS

- It is not necessary to get approval from the Architectural Review Committee when replacing "like for like" that do not change the footprint of the house and do not significantly change the appearance of the property.
  - For example, if a homeowner were replacing windows, the new windows would have to be the same size, the same color and in the same locations of the previous windows. However, the homeowner would have to get approval if the location of a window was changed, or if the window was being changed from double-hung to a bay window.
  - If a homeowner is unsure of whether they need to submit an application, they are encouraged to contact any member of the Architectural Review Committee for guidance.
- No detached outbuildings, garages or sheds are permitted in this community.
- Builder signs are not to exceed 2' x 3' in size, and no more than two (2) signs per lot are allowed. The signs must be removed within two weeks after the work is completed.