



## **Overview of Plan Submission and Review Process**

The Aesthetics Review Committee (ARC) has jurisdiction over design and aesthetic aspects of the Covered Property. Covered Property is defined as all real property covered by the CC&R's which includes your lot. The ARC is a three to five person committee that is appointed by the Board of Directors of Ladera Ranch Maintenance Corporation, (LARMAC).

The word "Improvements," in the HOA world, is basically an all-encompassing term referring to changes/modifications/alterations/additions to one's lot/property. The LARMAC Governing Documents require approval, by the ARC, of all such Improvements, prior to any work taking place.

Submittals shall be mailed, or hand delivered to the LARMAC office at 1 Daisy Street, Ladera Ranch. \*Please refer to the LARMAC Aesthetic Standards for details regarding the requirements for a complete plan submittal.

The ARC meets the **2nd & 4th Tuesday of each month** to review plans. Meetings may be changed or postponed on occasion without notice due to holidays or unforeseen circumstances. **To be included on the agenda for review, plans must be received by 5:00 p.m. on the Tuesday prior to the week of review.**

The ARC reviews the *Property Improvement Form*, the *Neighbor Notification Statement*, and the drawings/applicable information for completeness and consistency with the Aesthetic Standards.

The committee has forty five (45) days to approve or deny the submittal once it has been deemed complete.

After plans are processed, the result are mailed to the subject property.

Once an Owner receives approval from the ARC, timely completion of Improvements is required.

Implementation of Improvements must proceed consistent with the approved plan. All deviations must be submitted for review and approved by the Committee prior to commencement of work.

### **If you have questions about the Plan Submission process, contact:**

Kelli Austin, Member Services Representative  
kelli.austin@fsresidential.com  
(949) 218-5563  
Avendale Village Clubhouse  
1 Daisy Street, Ladera Ranch, CA 92694

#### Office hours:

M-F: 9:00 a.m. to 6:00 p.m.  
Sat: 9:00 a.m. to 5:00 p.m.