

MAROON CREEK CLUB MASTER ASSOCIATION
 SITE AND ARCHITECTURE REVIEW COMMITTEE APPROVAL PROCESS CHECKLIST

WILLIAM LUKES ARCHITECT / THE LAKESIDE STUDIO
 ARCHITECTURAL ADVISOR TO SARC

			APPLICANT	ARCHITECTURAL ADVISOR	ASSOCIATION MANAGER	SARC
PRE-APPLICATION	1	SEND OUT DESIGN GUIDELINES - DO NOT SEND OUT, ADVISE APPLICANT THAT THEY ARE AVAILABLE ON-LINE AT WWW.WILLIAMLUKES.COM			X	
	2	SEND OUT SITE SPECIFIC PAGES OF THE DESIGN GUIDELINES WHEN REQUESTED BY APPLICANT		X		
	3	PRE-APPLICATION MEETING	X	X		
SCHEMATIC DESIGN REVIEW	4	ARCHITECTURAL REVIEW FEE MUST BE RECEIVED WITH DRAWINGS	X	X		
	5	DELIVER FEE CHECK TO ASSOCIATION MANAGER		X		
	6	3 FULL-SIZE SETS AND 1 REDUCED-SIZE SETS OF DRAWINGS AND OTHER MATERIALS SINGLE PDF WITH ALL SUBMITTAL MATERIALS	X	X		
	7	SCHEDULE REVIEW FOR NEXT MEETING [3RD THURSDAY OF THE MONTH]		X	X	
	8	REVIEW SITE INSPECTIONS AND PLANNED AGENDA		X	X	
	9	DISTRIBUTE MEETING AGENDA ON 2ND THURSDAY			X	
	10	CONFIRM ATTENDANCE WITH EACH SARC MEMBER			X	
	11	ARRANGE FOR HEIGHT POLES	X	X		
	12	SEND ADVISOR'S REPORT TO EACH SARC MEMBER, ASSN. MANAGER, ATTORNEY, & APPLICANT		X		
	13	ARRANGE FOR MEETING ROOM AND COOKIES			X	
	14	SARC REVIEW MEETING	X	X	X	X
	15	STAMP DRAWINGS AS APPROVED		X		
	16	WRITE APPROVAL LETTERS		X		
	17	SEND APPROVAL LETTERS TO ASSN. MGR., ASSN. PRESIDENT, & ARCHITECT		X		
	18	DELIVER 2 SETS OF DRAWINGS TO ASSOCIATION MANAGER		X		
	19	ASSOCIATION MANAGER STORES ONE SET OF DRAWINGS PLUS ANY SAMPLES			X	
	20	ASSOCIATION MANAGER SENDS ONE SET OF APPROVED DRAWINGS TO APPLICANT			X	
DESIGN DEVELOPMENT REVIEW		[THIS HAS NEVER BEEN USED]				
FINAL REVIEW	21	3 FULL-SIZE SETS AND 1 REDUCED-SIZE SETS OF DRAWINGS AND OTHER MATERIALS SINGLE PDF WITH ALL SUBMITTAL MATERIALS	X	X		
	22	ROAD IMPACT FEE MUST BE RECEIVED WITH DRAWINGS	X	X		
	23	SIGNED COMPLETION GUARANTY MUST BE RECEIVED WITH DRAWINGS	X	X		
	24	LETTER OF CREDIT OR OTHER SECURITY MUST BE RECEIVED WITH DRAWINGS	X	X		
	25	FULLY SIGNED "RULES CONCERNING TIMELY COMPLETION AND CONSTRUCTION PARKING"				
	26	MUST BE SUBMITTED WITH DRAWINGS	X	X		
	27	DELIVER CHECKS, LETTER OF CREDIT, AND ORIGINAL GUARANTY TO ASSOCIATION MANAGER		X		
	28	MAKE SURE THAT SECURITY IS WITH AN ACCEPTABLE LENDER, HAS THE NECESSARY PROVISIONS FOR NOTICE TO MASTER ASSOCIATION PRIOR TO EXPIRATION OR CANCELLATION			X	
	29	SEND LETTER TO APPLICANT STATING APPLICATION IS COMPLETE (THAT LETTER HAS NEVER BEEN NEEDED...)		X		
	30	SCHEDULE REVIEW FOR NEXT MEETING [3RD THURSDAY OF THE MONTH]		X	X	
	31	REVIEW SITE INSPECTIONS AND PLANNED AGENDA		X	X	
	32	DISTRIBUTE MEETING AGENDA ON 2ND THURSDAY			X	
	33	CONFIRM ATTENDANCE WITH EACH SARC MEMBER			X	
	34	SEND ADVISOR'S REPORT TO EACH SARC MEMBER, ASSN. MANAGER, & ATTORNEY		X		
	35	ARRANGE FOR MEETING ROOM AND COOKIES			X	
	36	SARC REVIEW MEETING	X	X	X	X
	37	STAMP DRAWINGS AS APPROVED		X		
	38	WRITE APPROVAL LETTERS		X		
	39	SEND APPROVAL LETTERS TO ASSN. MGR., ASSN. PRESIDENT, & ARCHITECT		X		
	40	IF LANDSCAPE PLAN DOES NOT RECEIVE FINAL APPROVAL (COMMON), SEND "AGREEMENT REGARDING FINAL LANDSCAPE PLANS" TO APPLICANT		X		
	41	DELIVER 2 SETS OF DRAWINGS TO ASSOCIATION MANAGER		X		
	42	ASSOCIATION MANAGER STORES ONE SET OF DRAWINGS PLUS ANY SAMPLES (SAMPLES NEED TO BE MARKED WITH LOT NUMBER AND DATE OF APPROVAL)			X	
	43	ASSOCIATION MANAGER SENDS ONE SET OF APPROVED DRAWINGS TO APPLICANT AFTER RECEIVING SIGNED "AGREEMENT REGARDING FINAL LANDSCAPE PLANS", IF APPLICABLE			X	
PRE-CONSTRUCTION	44	APPLICANT TO ADVISE ARCHITECTURAL ADVISOR THAT CONSTRUCTION FENCING HAS BEEN PLACED	X			
	45	ARCHITECTURAL ADVISOR TO SIGN OFF ON FENCING		X		
	46	APPLICANT TO ADVISE ARCHITECTURAL ADVISOR THAT FOOTPRINT HAS BEEN STAKED [NOTE: THIS HAS NEVER BEEN DONE]	X			
	47	ARCHITECTURAL ADVISOR TO SIGN OFF ON STAKING [NOTE: THIS HAS NEVER BEEN DONE]		X		
CONSTRUCTION PERIOD	48	MAKE SURE THAT LETTERS OF CREDIT ARE RENEWED AS LONG AS REQUIRED BY THE COMPLETION GUARANTEE			X	
	49	ADVISE LENDER WHENEVER FINE IS IMPOSED OR CLAIM AGAINST LC IS POSSIBLE DUE TO SARC ACTION			X	
	50	PERIODIC CONSTRUCTION MONITORING		X		
	51	SEND ADVISOR'S REPORT TO EACH SARC MEMBER, AND ASSN. MANAGER		X		
	52	SUBMIT REQUESTS FOR APPROVAL OF ANY REVISIONS - MUST BE IN WRITING. REQUESTS SHOULD INCLUDE 3 FULL SIZE COPIES OF RELEVANT DRAWINGS, 1 LETTER OR LEGAL SIZE COPY, PDF AND EXPLANATORY LETTER.	X			
	53	ARCHITECTURAL REVIEW FEE MUST BE RECEIVED WITH DRAWINGS - CONFIRM WITH ADVISOR	X	X		
	54	DELIVER FEE CHECK TO ASSOCIATION MANAGER		X		
	55	REVIEW AND APPROVE REQUESTS FOR APPROVAL OF CHANGES AND OTHER ADMINISTRATIVE APPROVALS THAT COMPLY WITH DESIGN GUIDELINES		X		LL
	56	REVIEW AND APPROVE REQUESTS FOR APPROVAL OF CHANGES AND OTHER ADMINISTRATIVE APPROVALS THAT DO NOT COMPLY WITH DESIGN GUIDELINES	X	X	X	X