

PLEASE REVIEW THIS LETTER AND ATTACHED FORM. SAVE FOR YOUR RECORDS.

Dear Neighbors,

Based on our CC&R's (adopted April 2013), your Architectural Review Committee (ARC), with additional neighbor input, and with approval of the Board of Directors, has updated the ARC review form.

This form is for your information and use in submitting a proposed home improvement project for ARC review and approval.

When planning a home project, please begin with a careful review of the CC&R's, particularly *Section V, Architectural Standards* (pp. 10-14), and *Section VI, Architectural Controls* (p. 15), to determine if your project requires an ARC review.

If it does, please use the attached ARC review form to determine what documents you will need to submit.

It is strongly recommended that you obtain ARC approval **before** you go through the costly and time-consuming process of obtaining building permits.

It is **entirely your responsibility** to see that a proposed project meets all Pima County building codes and ordinances, including those dealing with encroachment on another owner's lot or on the Sabino Town & Country Estates' common areas.

Please be aware that project construction will need to be completed in a timely fashion (see CC&R 5.5 p.13).

Although the CC&R's allow 30 days for an ARC review, every effort will be made to complete the review of a proposed project as soon as possible.

If you have any questions regarding the ARC process or about the ARC review form, please contact stceboard@gmail.com so that an ARC representative may get in touch with you.

STCE ARC