

ARC Form for Completion of Home Construction

Owner/Builder: _____ Inspection Date: _____
Address: _____ Lot #: _____
Phone #: _____ E-Mail: _____

When construction of a new home and the landscaping are completed, this form is to be completed by the Chair of the ARC (Architectural Review Committee) and submitted to the HOA Board. Upon review by the Board and agreement by the HOA Board members, if the refund amount is approved, a refund check will be issued by the treasurer.

The ARC recommends that the refundable portion of the building fee be given to the builder/homeowner. Refund will be issued to the person who paid the fee originally. ARC has reviewed and agrees that all of the checked items are completed.

- ☐ The project has been completed per the submitted and approved plans
- ☐ The landscaping is complete per the submitted and approved plans
- ☐ The work site and surrounding areas are clean of all construction debris, materials and related equipment
- ☐ No damage has been done to the road or other surrounding areas
- ☐ There were no ongoing issues with the builder during construction
- ☐ The correct or approved mailbox style is installed
- ☐ The slope or grading of the entire lot allows for proper drainage

The ARC recommends that the refundable portion of the building fee **NOT** be paid for the following reasons (check all that apply):

- ☐ There were ongoing issues with the builder during the construction process. (Please specify) _____
- ☐ Damage has been done to the road or other surrounding areas
- ☐ The work site and surrounding areas are **NOT** clean of all construction debris, materials and related equipment
- ☐ The landscaping is **NOT** complete as per the submitted plans
- ☐ Incorrect mailbox style is installed or mailbox is missing altogether
- ☐ Slope or grading doesn't allow for proper drainage

Additional Notes /
Comments:

May 2021

Signed:

Joe Couvillion (Chair): _____

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Russell Winston: _____

Ralph Kinard: _____

Keith Stegall: _____

Date Submitted to the HOA Board: _____

Date Reviewed by the HOA Board: _____

- ☐ Refund approved by the Board
 - ☐ Date refund sent by the HOA Treasurer: _____
 - ☐ Refund Check # or Invoice # : _____
- ☐ Refund NOT approved by the Board