

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

LOT \_\_

WILLIAM LUKES AIA  
 ARCHITECTURAL ADVISOR TO SARC

		APPLICANT	ARCHITECTURAL ADVISOR	CONSTRUCTION ADVISOR	ASSOCIATION MANAGER	SARC	
<b>PRE-APPLICATION</b>	1	SEND OUT DESIGN GUIDELINES - DO NOT SEND OUT, ADVISE APPLICANT THAT THEY ARE AVAILABLE ON-LINE AT WWW.WILLIAMLUKES.COM					
	2	SEND OUT SITE SPECIFIC PAGES OF THE DESIGN GUIDELINES VIA PDF WHEN REQUESTED BY APPLICANT					
	3	PRE-APPLICATION MEETING					
<b>SCHEMATIC DESIGN REVIEW</b>	4	ARCHITECTURAL REVIEW FEE MUST BE RECEIVED WITH DRAWINGS					
	5	DELIVER FEE CHECK TO ASSOCIATION MANAGER					
	6	3 FULL-SIZE SETS AND 2 REDUCED-SIZE SETS OF DRAWINGS AND OTHER MATERIALS					
	7	SCHEDULE REVIEW FOR NEXT MEETING [3RD THURSDAY OF THE MONTH]					
	8	REVIEW SITE INSPECTIONS AND PLANNED AGENDA					
	9	DISTRIBUTE MEETING AGENDA ON 2ND THURSDAY					
	10	CONFIRM ATTENDANCE WITH EACH SARC MEMBER					
	11	ARRANGE FOR HEIGHT POLES					
	12	SEND ADVISOR'S REPORT TO EACH SARC MEMBER, ASSN. MANAGER, CONST. ADVISOR, ATTORNEY, & APPLICANT					
	13	ARRANGE FOR MEETING ROOM AND COOKIES					
	14	<b>SARC REVIEW MEETING</b>	X	X	X	X	X
	15	STAMP DRAWINGS AS APPROVED					
	16	WRITE APPROVAL LETTERS					
	17	SEND APPROVAL LETTERS TO ASSN. MGR., ASSN. PRESIDENT, CONST. ADVISOR, & ARCHITECT					
	18	DELIVER 2 SETS OF DRAWINGS TO ASSOCIATION MANAGER AND REDUCED SET TO CONST. ADVISOR					
	19	ASSOCIATION MANAGER STORES ONE SET OF DRAWINGS PLUS ANY SAMPLES					
	20	ASSOCIATION MANAGER SENDS ONE SET OF APPROVED DRAWINGS TO APPLICANT					
<b>DESIGN DEVELOPMENT REVIEW</b>		[THIS HAS NEVER BEEN USED]					
<b>FINAL REVIEW</b>	21	3 FULL-SIZE SETS AND 2 REDUCED-SIZE SETS OF DRAWINGS AND OTHER MATERIALS					
	22	ROAD IMPACT FEE MUST BE RECEIVED WITH DRAWINGS					
	23	SIGNED COMPLETION GUARANTY MUST BE RECEIVED WITH DRAWINGS					
	24	LETTER OF CREDIT OR OTHER SECURITY MUST BE RECEIVED WITH DRAWINGS					
	25	DELIVER CHECKS, LETTER OF CREDIT, AND ORIGINAL GUARANTY TO ASSOCIATION MANAGER					
	26	MAKE SURE THAT SECURITY IS WITH AN ACCEPTABLE LENDER, HAS THE NECESSARY PROVISIONS FOR NOTICE TO MASTER ASSOCIATION PRIOR TO EXPIRATION OR CANCELLATION					
	27	SEND LETTER TO APPLICANT STATING APPLICATION IS COMPLETE (THAT LETTER HAS NEVER BEEN NEEDED...)					
	28	SCHEDULE REVIEW FOR NEXT MEETING [3RD THURSDAY OF THE MONTH]					
	29	REVIEW SITE INSPECTIONS AND PLANNED AGENDA					
	30	DISTRIBUTE MEETING AGENDA ON 2ND THURSDAY					
	31	CONFIRM ATTENDANCE WITH EACH SARC MEMBER					
	32	SEND ADVISOR'S REPORT TO EACH SARC MEMBER, ASSN. MANAGER, CONST. ADVISOR, ATTORNEY, & APPLICANT					
	33	ARRANGE FOR MEETING ROOM AND COOKIES					
	34	<b>SARC REVIEW MEETING</b>	X	X	X	X	X
	35	STAMP DRAWINGS AS APPROVED					
36	WRITE APPROVAL LETTERS						
37	SEND APPROVAL LETTERS TO ASSN. MGR., ASSN. PRESIDENT, CONST. ADVISOR & ARCHITECT						
38	IF LANDSCAPE PLAN DOES NOT RECEIVE FINAL APPROVAL (COMMON), SEND "AGREEMENT REGARDING FINAL LANDSCAPE PLANS" TO APPLICANT						
39	DELIVER 2 SETS OF DRAWINGS TO ASSOCIATION MANAGER AND REDUCED SET TO CONST. ADVISOR						
40	ASSOCIATION MANAGER STORES ONE SET OF DRAWINGS PLUS ANY SAMPLES (SAMPLES NEED TO BE MARKED WITH LOT NUMBER AND DATE OF APPROVAL)						
41	ASSOCIATION MANAGER SENDS ONE SET OF APPROVED DRAWINGS TO APPLICANT AFTER RECEIVING SIGNED "AGREEMENT REGARDING FINAL LANDSCAPE PLANS", IF APPLICABLE						
<b>PRE-CONSTRUCTION</b>	42	APPLICANT TO ADVISE ARCHITECTURAL ADVISOR THAT CONSTRUCTION FENCING HAS BEEN PLACED					
	43	CONSTRUCTION ADVISOR TO SIGN OFF ON FENCING					
	44	APPLICANT TO ADVISE CONSTRUCTION ADVISOR THAT FOOTPRINT HAS BEEN STAKED [NOTE: THIS HAS NEVER BEEN DONE]					
	45	CONSTRUCTION ADVISOR TO SIGN OFF ON STAKING [NOTE: THIS HAS NEVER BEEN DONE]					
<b>CONSTRUCTION PERIOD</b>	46	MAKE SURE THAT LETTERS OF CREDIT ARE RENEWED AS LONG AS REQUIRED BY THE COMPLETION GUARANTEE					
	47	ADVISE LENDER WHENEVER FINE IS IMPOSED OR CLAIM AGAINST LC IS POSSIBLE DUE TO SARC ACTION					
	48	PERIODIC CONSTRUCTION MONITORING					
	49	SEND ADVISOR'S REPORT TO EACH SARC MEMBER, ASSN. MANAGER, ATTORNEY, & APPLICANT					
	50	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, AND EXPLANATORY LETTER.					
	51	ARCHITECTURAL REVIEW FEE MUST BE RECEIVED WITH DRAWINGS - CONFIRM WITH ADVISOR					
	52	DELIVER FEE CHECK TO ASSOCIATION MANAGER					
	53	REVIEW AND APPROVE REQUESTS FOR APPROVAL OF CHANGES AND OTHER ADMINISTRATIVE APPROVALS THAT COMPLY WITH DESIGN GUIDELINES					
	54	<b>REVIEW AND APPROVE REQUESTS FOR APPROVAL OF CHANGES AND OTHER ADMINISTRATIVE APPROVALS THAT DO NOT COMPLY WITH DESIGN GUIDELINES AT SARC MEETINGS ONLY</b>	X	X	X	X	X
	55	DELIVER CERTIFICATE OF OCCUPANCY AND FINAL INSPECTION REQUEST TO CONSTRUCTION ADVISOR					
	56	FINAL INSPECTION					
57	FINAL INSPECTION REPORT TO ARCH. ADVISOR, ASSN. MGR., ASSN. PRESIDENT, ATTORNEY, AND ARCHITECT						
58	COMPLETION LETTER NO. 1 IF REQUESTED (ONLY WHEN ALL FINAL INSPECTION ITEMS COMPLETE) COMPLETION LETTERS MUST BE APPROVED BY SARC AT MEETING						
59	<b>COMPLETION LETTER NO. 2 IF REQUESTED (WHEN LANDSCAPE GUARANTY PERIOD HAS EXPIRED) COMPLETION LETTERS MUST BE APPROVED BY SARC AT MEETING</b>	X	X	X	X	X	
60	RETURN SECURITY TO OWNER					X	