

Autumn Estates | Architectural Review Committee (ARC)

ARC Mission Statement

The ARC is an advisory committee to the Autumn Estates Board of Directors (BOD) providing recommendations for variances submitted by the unit owners, with a goal to maintain the architectural style and quality of Autumn Estates, while ensuring compliance with the ***Autumn Estates Declarations – Article XII: Additions, Alterations and Improvements***.

For access to the *Declarations*, go to the **CM Property Management/Autumn Estates website: cmpm.cincwebaxis.com**. Sign in or create an account; go to **Association Info > Docs & Financials**.

ARC Variance Process

NOTE: A change to the interior of a home does NOT require a variance request.

UNIT OWNER

1. Unit owner completes the Variance Request Form on page 2 of this document by doing **one** of the following:
 - a. Fill in electronically (**download & save** a copy on your computer) then **email to: darrell@cmproperty**
 - or**
 - b. Print out, manually fill in, mail or deliver to:
Darrell Burne
PO Box 690, Southbury CT 06488

Questions: Call Karen Hensel at CM Property Management (203) 264-6598

2. CM Property Management promptly sends the Variance Request Form to the ARC and BOD.
3. The ARC reviews the request either to approve/not approve or to request additional information. Once **all information needed is received**, the ARC promptly reaches a decision and sends its recommendation to the BOD and CM Property Management.
4. The BOD promptly reviews the ARC recommendation, determines whether the BOD requires additional information and, if deemed appropriate, requests such additional information from the applicant and/or the ARC, makes a final decision to approve/not approve and informs CM Property Management of its final decision.
5. CM Property Management promptly informs the unit owner and the ARC of the BOD's decision.

APPLICANT INFORMATION

Date _____

Name _____

Address _____

Email _____

VARIANCE INFORMATION

Use the space below to describe in detail the variance being requested. Attach any photos, sketches, measurements/spec sheets, **all** contractor business names, addresses, phone numbers, license and insurance, and/or any other pertinent information.

Estimated Project Cost: _____ Project Start Date*: _____

***I understand work may not commence until this request has been approved by the AE Board of Directors.**

I understand Autumn Estates Condominium Association will not assume any responsibility for maintenance or repair of the above item unless otherwise specified in the Autumn Estates Condominium Association documents. Should the property granted the variance become a hazard to common property, it may be removed at unit owner's expense. Approvals of this request shall not be interpreted as a waiver of any permit license required by law. Additional documentation may be necessary such as hold harmless clause, additional insurance, or other official documents prepared by the Association's attorney. Any and all applicable legal fees shall be payable by the requesting party. Responsibility for maintenance and/or replacement/removal for items relative to this variance will be your responsibility and will be passed on to subsequent owners of the unit. Any additional legal or management costs will be passed along as well.

Unit Owner Signature _____ Date _____

ARC APPROVAL

Date Received _____ Date Approved _____

Need More Info _____ Date _____

Approved w/ Exception _____ Date _____

Declined/Reason _____ Date _____

BOD APPROVAL

Date Received _____ Date Approved _____ (valid for 180 days from date of approval)

Need More Info _____ Date _____

Approved w/ Exception _____ Date _____

Declined/Reason _____ Date _____