

LAKESHORE ESTATES – ARC PROCESS

Step One

Owner to submit electronic plans via email to Renaissance to the office of Renaissance Property Management at susan@renrs.com; check must be mailed along with the plans; request is not valid until check is received in the office. **An electronic set of plans is required for new home construction. CHECK MUST BE FROM THE PROPERTY OWNER AND SIGNED BY THE PROPERTY OWNER. CHECKS FROM THE BUILDER OR CONTRACTOR WILL NOT BE ACCEPTED.**

CURRENTLY, ALL PLANS ARE BEING REVIEWED ELECTRONICALLY. PLEASE BE SURE YOU HAVE LEGIBLE ELECTRONIC PLANS TO SUBMIT. PLEASE DO NOT SEND A PHOTO OF THE PLANS, THEY MUST BE LEGIBLE.

Step Two

Renaissance will review request and plans and ask for additional information if needed from property owners;

Step Three

Renaissance will log request into system, number will be created, request and plans will be emailed or delivered to Architectural Review Committee (ARC) for review;

Step Four

ARC will review plans **electronically**;

Step Five

ARC will communicate to Renaissance via email regarding approval or denial;

Step Six

Renaissance will mail the approval or denial letter to property owner and notify them by email.

*****The Covenants allow 45 days for the review process, please consider this timeframe when planning an improvement.**

LAKESHORE ESTATES HOA ARC APPLICATION FEES

Improvement	Amount of Deposit	Refund
New Construction	\$1.00 per total square foot; minimum \$3500	Minus review fee of \$1250, balance will be refunded upon certificate of occupancy and compliance check by ARC
Boat House, Dock, Bulkhead	\$2500	Minus review fee of \$250, balance will be refunded upon compliance check by ARC
Swimming Pool	\$500	Minus review fee of \$350, balance will be refunded upon compliance check by ARC
All other Improvements	\$200	Minus review fee of \$100, balance will be refunded upon compliance check by ARC