

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, HOWEVER, A HARD COPY MAY BE REQUIRED. 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**; however, the ARC may request a hard copy;

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

***Revised 3/14/23 and in effect as of 4/1/23*

Improvement	Amount of Deposit	Refund
New Construction	\$10,000 - up to 5500 square feet under beam; \$15,000 - 5501 square feet under beam to 7500 square feet under beam \$20,000 – 7501 square feet under beam and up	Minus review fee of \$1250, balance will be refunded upon compliance check by ARC
Addition	\$5000	Minus review fee of \$1250 balance will be refunded upon 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 – Non-refundable	Compliance check by ARC required

** An email must be sent to Renaissance at susan@renrs.com upon completion of the project to start the inspection and refund process. Project must be completed entirely and all areas around the property in good condition, including the street, curbs and vacant lots used for construction equipment. All trash and building materials must be removed. New construction must have required landscaping installed in front and rear yards and all projects must be compliant with approved plans.