

## **ARB approval process:**

Most exterior home improvement projects planned are going to require you to involve the HOA and POA groups in order to review and approve the project prior to getting started. There have been some changes since the initial ARB application had been set up, mostly related to insurance issues which have come to light following an accident which took place inside River Bridge.

ARB applications can be picked up in the office lobby or printed off the River Bridge web site [WWW.rbpoa.net](http://WWW.rbpoa.net). To avoid unnecessary delays, the application must be reviewed & completed by the homeowner prior to turning into the HOA for review/approval...the HOA will review & approve or return the application to the Owner in event something is missing, that could be ***information, signatures or samples of the material*** planned for use....It is very important that each question or open item on the application be filled out in detail. Any questions on the application can be directed to your property management office and/or the ARB representative of your community. Do not consult with the POA at this stage.

The flow of the ARB application is to be completed by Homeowner and/or vendor planned for use, submitted to the HOA when the Owner is satisfied that all information is complete, reviewed and approved by the HOA, all signatures and dates are filled in, and onto the POA for final approval.

The POA is the final step in the approval process. POA employees/Management are not allowed to sign off. The completed/approved by HOA application must be submitted to the POA/ARB for review which is scheduled to meet 2<sup>nd</sup> Friday of each month. POA ARB will endeavor to expedite "emergency" repairs/replacements when necessary. Emergencies may include ROOFS, GLASS, PLUMBING or ELECTRICAL related projects....

Recent changes in the insurance requirements include naming of the **Owner, HOA and POA** as **"ADDITIONAL INSURED"** on all certificates of insurance (COI's). The recent addition of the **"auto/vehicle policy"** may be an issued by a 2<sup>nd</sup> insurance broker, so be sure this is included in the package. Failure to name **OWNER, HOA and POA as additional insured on all policies** will result in the application being returned to the Board President, w/ notice via email to the President and Owner....This will cause major delay in getting your project underway.

HOA Management and HOA/ARB representatives, please be diligent in completing this process. It is for the best interest of all Owners to work through this process and insure all submitted applications are complete in every manner.

Thank you for your efforts and cooperation.