

Harbour Landings Estates (HLE) Architectural Review Board (ARB) Application Tips



The ARB needs your help to speed and smooth the ARB Application process. There are several types of improvements, some are much simpler than others.

Typical Improvements:

Projects that the ARB requests notification only:

Please see the [Architectural Standards and Guidelines](#), page 7, Routine Procedures, for a list.

Projects that require an ARB Application:

Most ARB Applications are for items like landscaping changes, equipment installation, decorative changes, etc., to an existing home. Submittal requirements and criteria for evaluation are in the [Architectural Standards and Guidelines](#) page 3, paragraphs 3 & 4.

- Tip:** Digital copies are required. Please gather all your information and send it in one email. Multiple emails sent at different times usually guarantees information will be lost. If file sizes make a single email impractical, please send all emails at the same time, and label the emails as 1 of #, 2 of #, etc.
- Tip:** The ARB displays submissions on a TV screen during the meeting. Plans, spec sheets and pictures with captions are an especially effective means of displaying your materials.
- Tip:** When submitting pictures, please do so as attachments in landscape format in either 1) a PowerPoint Show, 2) a .pdf file format, or 3) individual photo files that are captioned or named to describe what they are. Please do not send photos embedded in emails, they cannot be accepted as submittals.

Boat Lifts and Other Boat Basin Improvements :

See the [Architectural Standards and Guidelines](#), page 7, Boat Lifts and Other Boat Basin Improvements and the [HLE CC&Rs Article 16.15 Docks, Boat Slips and Dockside Areas](#), with emphasis on paragraphs [16.15 \(k\) Lifts](#) & [16.15 \(l\) Utilities](#).

Tip: The tips listed above also apply.

New Construction or any Improvements involving Structural Changes :

For any construction the best tip is to read and completely understand the [HLE CC&Rs](#), with emphasis on [Article 17. Architectural Control](#), [Article 18. Permitted Improvement Restrictions and Architectural Standards](#), [Paragraphs 16.01 Use of Lots](#), [16.14 Fences](#) and the [Architectural Standards and Guidelines](#).

General:

- Tip:** To avoid problems, please contact the Community Manager or ARB Chair with any questions.
- Tip:** The ARB will render a decision on the Application in the ARB meeting, and a written, signed review will be sent as soon as practical (usually within 4 days) after the meeting.

The ARB thanks you for using the ARB process and look forward to a quick and smooth Application process.

Best regards,
The Architectural Review Board