

## IX. GENERAL NOTES

- A. ARC meets the first Wednesday of each month as required.
- B. DEADLINE for all submittals is 12:00 noon, one (1) week prior to the established meeting date.
- C. Submittals for review shall be provided to the ARC via the Association's Website, [www.bradypointpreserve.com](http://www.bradypointpreserve.com)
- D. The Application Form is a modified Word file that is completed on-line and submitted via the Association's Website.
- F. Plans and specifications are attached to the Application Form in a pdf format and submitted on-line via the Association's Website.
- G. Any submissions of document via the website MUST include a completed Application Form. All blanks with an "asterisk" must be completed. Inserting "NA" or other qualifying word or phase into a field with an asterisk will allow the submit function to work.
- H. Checks, hard copies of documents and specifications and other materials requiring physical delivery may be provide to Amelia Island Management, 5440 First Coast Highway, Amelia Island, Florida, 32034. Their phone number is (904) 277-5122.
- I. The ARC will review complete submittals.
  - 1. Incomplete submittals may **not** be reviewed and **may be** returned to the Applicant with instructions as to the missing or incomplete materials or information required.
  - 2. Complete submittals will be reviewed and will be either:
    - a. Approved,
    - b. Approved with conditions, or
    - c. *Disapproved.* If disapproved, the specific deficiencies or problems in the application and /or design will be identified and a revised design may be submitted for review at a subsequent ARC Meeting.
  - 3. Following a Preliminary or Conceptual Plan Review, the ARC may request a "trial stakeout" (See Section X, Construction Procedures for detail instructions for Stakeout Inspection) of the building and driveway to verify tree locations and/or evaluate other building impacts.

4. The Final Landscape Plan must be submitted with the final plans. Any changes to the approved Landscape Plan must be submitted to the ARC as required above forty-five (45 days) in advance of the installation of plant materials.
5. Following approval of the Final submission by the ARC, the ARC will recommend approval of the Final Plans and Specification by the Brady Point Preserve Community Association Board of Directors.
6. The Board will consider approval of the Final Plans and Specifications at the next Board Meeting following the ARC recommendation of approval. The approval letter of the Board of Directors shall be the BPPCA Building Permit.

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| <ol style="list-style-type: none"><li>7. <b>The ARC will post the Final Plans on the private side of the Brady Point Preserve website, <a href="http://www.bradypointpreserve.com">www.bradypointpreserve.com</a></b></li></ol> |
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