

**Bella Costa Architecture Review Committee (ARC)**  
**Malcolm Pownall, Tom Schell, Bill Schleigh**

**1. Proposed Charter**

The goal of the Bella Costa ARC is to assist the board of directors and homeowners by formulating guidelines and processes for internal condo alterations and improvements, in order to ensure a safe and neighborly community atmosphere.

The committee shall provide thoughtful consideration of all alteration requests in an expeditious manner.

In order to accomplish this, the committee shall do the following:

1. Develop guidelines for interior alterations
2. Define the process for submitting ARC requests
3. Revise ARC Request form
4. Approve/disapprove submitted ARC requests

**2. Revised ARC Form** (*See attached for detail*)

Added the following fields:

- Contractor Name & Contractor License #
- City Permit # (*or*) Permit Application #
- A check box for Product Specification sheets
- Specified that owner will be contacted within two (2) business days after receipt of application

**3. ARC Process:**

1. Owner delivers ARC form, plus any drawings or product specifications, to the property management company, c/o ARC Committee.
2. Property management company immediately forwards to ARC chairperson or his/her designee.
3. ARC chairperson contacts other committee members in order to review the request.
4. Within two (2) business days after receipt of application, committee either approves, denies, or requests walkthrough for additional information.
5. If approved, committee signs request, then forwards to property management company and to the homeowner.
6. If denied, committee sends email to board and to homeowner with explanation of reason for denial. Denied applications may be appealed to the Bella Costa board.
7. At board meetings, committee chairperson reports to the board regarding requests received, approved, and/or denied since the prior board meeting.
8. After decision, one copy is kept with ARC committee, and one copy is filed offsite with property management company.

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#### **4. ARC Guidelines**

1. Condominium living is unique and puts great emphasis on mutual interest as well as cooperation, consideration and communication among all residents. The Committee appreciates that it is important that all association members have the right to remodel or renovate their units. However, for the benefit, aesthetics, and safety of the entire community, the changes must:
  - Maintain consistency of Bella Costa's exterior architecture (e.g., front doors)
  - Ensure safety of building (e.g., moving electrical wiring and plumbing)
  - Adhere to Bella Costa's governing documents (e.g., venting dryers through walls)
  - Guarantee soundness of structural integrity (altering walls)
  - Alleviate noise between units (e.g., flooring underlayment on upper floors)
  
2. Examples of condo improvements that **do not** require an ARC form or a city permit:
  - Interior painting (excluding lanai. See "Painting Lanai" below)
  - Dry wall repair
  - Wall papering
  - Re-screening window screens
  - Carpeting and padding
  - Replacing bathroom cabinet (if no plumbing/electrical alteration)
  - Kitchen cabinets or countertops (if no plumbing/electrical alteration, and if no reconfiguration of space)
  
3. Examples of condo improvements that **do** require an ARC form (but not a city permit):
  - Replacing screen doors
  - Flooring: All units above ground floor that desire tile, laminate, wood, or other synthetic floors that are not carpeted shall install a sound barrier underlayment after approval of specification sheets. Recommended Sound Transmission Class rating for non-tile is 70 or higher. Recommended Sound Transmission Class rating for tile is 60 or higher.
  - Painting Lanai: Per Bella Costa Rules & Regulations, "... Lanais must match the building's exterior paint"
  
4. Examples of changes that require **both** an ARC form **and** a City Building Permit. City Building Permit Requirement Guidelines are attached to the Application for Alterations.
  - Replacing windows
  - Replacing air conditioner
  - Replacing water heater
  - Altering, adding, deleting, or moving electrical wiring or plumbing
  - Hurricane shutters
  - Replacing front doors. Paint must be provided by the Association. Per Bella Costa Rules & Regulations # 17, "No approval will be given for alteration of the front door appearance ..."

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- Interior remodels, wall alterations or replacements, load-bearing or non-load-bearing walls
5. Examples of condo improvements that *will not be approved*:
    - Changes to common elements (roofs, exterior walls)
    - Venting dryers into internal wall or ceiling void space. It is a violation per the City of Venice Building Department, and the City of Venice Fire Department
    - Venting dryers through roofs or external walls. Per Declaration of Condominium, this must first be approved by a 66 2/3% vote of all homeowners
  6. For all work which does require a City of Venice permit, the work must be done by a licensed contractor.
  7. All contractors must provide a Certificate of Liability Insurance and Workers' Comp.
  8. All contractors shall comply with Bella Costa Rules & Regulations Appendix I: "Rules Relating to Service Personnel."
  9. Work shall not commence until application is approved.
  10. Approved application shall not be altered.
  11. Contractors must ensure that they do not cause any damage to the building walkways.