## **Architectural**



Complaint is received via online form submission from the website, email to management, or call to RCA office.

ARB is notified to send a member to investigate the complaint

> Complaint is not a violation

No further action taken

Complaint is accurate

Weichert is notified to send violation letter

Homeowner is emailed or mailed violation letter

Letter #1- 10 days to remedy violation

Letter #2- \$25 fine • 4 weeks to remedy

Letter #3- \$25 fine • 2

weeks to remedy Letter #4- \$50 fine •

\$1/day until issue is remedied • referral to

Attorney

If, at any point, the issue is remedied and RCA notified, the

process stops

Once the issue is remedied...

Homeowner notifies RCA that issue has been cleared

**ARB** Inspects

Violation is closed

Homeowner is contacted