

Parkside Place Homeowners Association, Inc.
1221 Admiralty Blvd. ~ Rockledge FL 32955
Phone: 321-214-2403 ~ bclark@lelandmanagement.com

TO: Homeowners of Parkside Place

FROM: Board of Directors

DATE: August 1, 2019

SUBJECT: ARB Application Process

To be compliant with Florida Statute and Leland Management's ARB protocol, ARB applications will no longer be processed via email and approved with 3 days. The ARB committee will meet thirty minutes prior to each noticed monthly board meeting to review applications. This meeting will be noticed 48 hours in advance. If no applications are received for that month no meeting will take place.

The following protocol must be adhered to:

- Submit the ARB application, along with the required accompanying documentation either by US mail or by scanning and emailing it to the ARB Department in Orlando, Florida. This form may be found at www.parksideplace.info.
- Once the application is documented in Leland's system it will be sent to the ARB committee for review and approval/rejection.
- Once the ARB committee has approved or denied the application, they will notify the homeowner of the status of the application so that the homeowner may proceed with scheduling their project. **NO WORK SHOULD COMMENCE UNTIL APPROVAL IS RECEIVED FROM THE COMMITTEE.** The homeowner will also receive a formal approval letter from the ARB department in Orlando. This is for documentation purposes.

The association board of directors and the members of the ARB committee greatly appreciate your cooperation in this matter.