



Tropic Isles Co-op  
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Palmetto, FL 34221  
941-721-8888

## ARCHITECTURAL REVIEW COMMITTEE APPEALS PROCESS APPEAL TO THE BOARD OF DIRECTORS

A Shareholder/Resident may appeal to the Co-op Board of Directors, a decision made by the ARC in reference to a denied ARC request. The appeal must be done in writing within seven (7) business days of receipt of the letter of denial. The formal appeal must be submitted to the Secretary of the Board of Directors. The appellant must provide documentation as to why the denial should be reversed along with other pertinent drawings and related information in support of their position. The Secretary shall disseminate all of that information to every Director.

The Secretary will acknowledge to the appellant the receipt of the appeal. The Secretary will notify the appellant of the date of the next scheduled board meeting and will arrange to have the appeal placed on the board's agenda for that meeting pursuant to applicable time frames.

The appeal will be reviewed by the Board of Director at that board meeting. The appellant may attend this board meeting and present any documentation supporting their position. The ARC may also attend and state their case. The Board will discuss the appeal and make a ruling on the appeal. The board may, at its option, offer changes or other remedies that might resolve the issue, sustain the denial, approve the appeal, request additional information or hold the matter until the next board meeting. The decision of the Board is final. There are no further appeals.

Board members may visit the Lot in question to familiarize themselves with the case, but no Director should discuss the case in private with the appellant. All discussions will be conducted in an open board meeting.