

**CLARCONA RESORT CONDOMINIUM ASSOCIATION, INC.
ARCHITECTURAL AND ENVIRONMENTAL REVIEW COMMITTEE**

SUMMARY OF RULES FOR AERC:

A Condominium has rules and regulations that must be followed by the Residents of the Condominium. Some of the rules apply to certain improvements to an individual's Unit. Some of the improvements are listed below. The list may not include all items requiring AERC approval so please be sure to contact the Office when considering making an improvement to your Unit.

LIST:

1. **Building a Screen Room or Enclosed addition ,**
2. **Enclosing an existing Screen Room ,**
3. **Building a Deck ,**
4. **Building a Porch ,**
5. **Enclosing an existing Deck or Porch,**
6. **Pouring Cement ,**
7. **Building a Fence ,**
8. **Setting a Storage Shed ,**
9. **Building a Roof over ,**
10. **Building a Car Port ,**
11. **Cutting down Trees ,**
12. **Setting a Park Model or R V on blocks ,**
13. **Skirting a Park Model or RV**

Application Process:

1. Obtain an application for AERC approval from the office
2. Fill out the front of the Application and on separate sheets of paper make an overhead view of the lot. The view should contain the following.
 - a) Dimensions of the lot (length(s) and width(s)). Please note that all lots are **not** rectangular and that in the "Original" Condominium the lots are typically a "Trapezium" shape. This means that the lots are angled with respect to the road and the sides are not the same length and the front is not the same length as the back.
 - b) A sketch of all existing structures on the lot with dimensions of the structures.
 - c) The distances of the structures from the lot lines (side, front and rear).
 - d) If a tree is to be cut down, the position of the tree must be shown on the drawing and the tree itself must be marked in some way for the Committee to be able to easily identify it.
 - e) Any proposed new structures (Storage Shed, Addition, Car Port or Concrete) must be shown on the sketch with size and dimensions from the lot lines.
 - f) The application must also contain a set of Contractor drawings (or equivalent) for any construction such as additions, screen rooms, decks, porches or Car Ports.

Architectural & Environmental Review Committee
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3. Turn the application into the Office or take it to the AERC meeting (the Committee meets every other Tuesday in the Rec-Hall at 9:00am).
4. A copy of the submitted application may be picked up at the office the day after the AERC meeting with the approval or disapproval and with the reason if disapproved.
5. If approved, the following procedure will be followed.
 - a) The Homeowner will first obtain all required Orange County Permits.
 - b) When the Homeowner is ready to start the project, the Homeowner will inform the Office of the starting date.
 - c) The Office will contact the Gate to inform them that material and personal may be coming to the Unit for construction purposes.
 - d) The Homeowner must notify the office upon completion of the project. The project will then be inspected by either the Manager or the AERC to ensure that it conforms with the approved application.
6. If the application was rejected and the Homeowner requires clarification about the reason (s) they should contact either the Manager or the AERC Chairman.