

**Waterview Association, Inc.
P.O. Box 1041
Oak Bluffs, MA 02557**

Architectural Review Protocol

1. Construction application submitted to the President and reviewed for completeness- electronic applications and plans are preferred;
2. Application circulated to ARC and Board for review and comment;
3. Application for major projects summary circulated by President by email to entire membership;
4. ARC review in context of Architectural Requirements including any abutter or member concerns;
5. ARC should not contact applicant directly;
6. ARC members submit evaluation and comments directly to Board of Directors;
7. Board to evaluate ARC and member comments;
8. Board makes final decision on project;
9. Board may reject or formally approve project with conditions.

Note: Applicant's final certified plans and specifications must be the same as submitted to the Town for permitting.