

Misty Creek HOA – Simple ARC Process

Welcome & Overview

Before beginning any exterior modifications, additions, or landscaping projects, homeowners must obtain the necessary Architectural Review Committee (ARC) approvals. Misty Creek operates under a strict **two-step approval sequence**.

- **Step 1:** You must first submit your application to the Misty Creek HOA (MCHOA) and receive our signed approval.
- **Step 2:** Once approved by Misty Creek, the project may need to be submitted to the Suntree Master Association.

 **Resident Responsibility:** It is the sole responsibility of the homeowner to personally check with the Suntree Master Association to determine if their specific project requires Master Association approval and to verify any associated fees.

1. Check if You Need an ARC

Before starting any outdoor project (including landscaping), review the *"Homeowners Guide to ARC Change Requests"* to see if an ARC form is required.

- **Misty Creek** does not charge an application fee.
- **Suntree Master HOA** may charge a fee. Check their website for current pricing.

2. Complete the ARC Application

Make sure your application is:

- Legible
- Clear about the scope of the proposed project
- Fully signed and dated

3. Include Required Materials

Attach all supporting documents needed to clearly understand your project:

- **Paint color samples** (i.e.: doors, driveway or walkways)
- **Property survey or detailed drawing** showing locations and dimensions of the proposed work
- **Brochures or product specification sheets** (if applicable)
- *Examples:*
 - **Fences:** Drawing showing the fence line, gates, and property lines. Type of fence, color and height. (Note, maximum height for all fences is five (5) feet.)

- **Screen rooms/patios:** Drawing showing size, placement, and relation to the house footprint.
- **Driveway and Patio Pavers:** Drawing and sample showing style and color.
- **Roof Replacement:** Style and color.
- **Window Replacement:** Style and color.

4. Submit Your Application

- Turn in the completed application and attachments to the **MCHOA ARC Chairman**.
- The chairman may request additional information before forwarding the packet to the Board.
- **Do not** include a check with your Misty Creek application.

5. Board Review

The Board of Directors will review your submission and take one of the following actions:

- Approve the application
- Request more information
- Require specific changes
- Deny the request

You will receive a copy of the final, signed decision. **You must hold this signed Misty Creek approval before proceeding to Suntime.**

6. If Suntime Approval Is Required

If your project requires Suntime Master ARC approval, the homeowner must:

1. Take the signed Misty Creek approval document.
2. Bring a check for the required Suntime fee.
3. Submit both to the Suntime Master office **before any work begins**.
4. Provide a copy of the final Suntime approval to the Misty Creek ARC Chairman for our community records.

 **Suntime Timeline:** The Suntime ARC meets on the **2nd and 4th Wednesday** of each month. Completed applications must be submitted at least **5 business days** prior to their meeting.

7. Important Reminder

Starting any physical work before receiving **all** required approvals will result in an immediate **\$130 fine** from the Suntime Master HOA.

8. Forms & Questions

- **ARC Forms:** Available on the Misty Creek HOA website at mistycreek.hoaspace.com
- **MCHOA Questions:** Call or text the main number at **(321) 364-0829**. Please leave your name, address, and phone number. A representative will respond within 24–48 hours.
- **Suntree Master Questions:** For specific inquiries regarding Suntree Master ARC requirements, contact their office directly at **(321) 242-8960**.

Where to Find These Resources Online

All of the information, forms, and guidelines outlined in this document can be found directly on the Misty Creek HOA website. Simply hover over or click the **ARC** dropdown menu on the main navigation bar to access:

- **ARC Step by Step Process** (*this document*)
- **ARC Guidelines**
- **ARC Application**
- **Suntree Master Approved Colors**
- **Suntree Master ARC Criteria**
- **Misty Creek Main House and Original Door Colors**