

**Village of Long Creek Maintenance Corporation (VOLCMC)**

**Appeals Process for Disapproved ARC Requests**

**Policy Resolution No. 2023-1 (10-25-23)**

1. Upon notification of VOLC Board disapproval of an ARC request by dated letter either emailed or sent via USPS, a resident will have ten (10) business days after the date of the letter to submit an appeal directly to the Board. This appeal, by dated letter, can be either emailed or dropped in the community mailbox at 130 Devalinder Drive (the Clubhouse).
2. The Board will schedule an Appeal Meeting within two (2) weeks of the appeal request's receipt.
3. The Board will communicate its decision by dated letter in writing to the applicant within thirty (30) days after the Appeal Meeting.
4. The final appeal documents will be placed in the ARC file - of the applicant's address for all their ARC requests and the Board's decisions.
5. Annually, the Board will review the denied requests and determine whether an MDR subcommittee should form to address those denials.

This process is effective October 25, 2023 after presentation to the VOLC community at an Open Board Meeting, per our Bylaws, and adopted by the VOLC Executive Board.

10/25/2023

Date

Linda Mack

Executive Board President

10/25/2023

Date

Joann A. Hart

Executive Board Secretary