

## Architectural Review Committee Plans Review Process

The Architectural Review Committee (ARC) for The Farm at Willow Creek is comprised of five (5) members who are responsible for new home plans review and approval, as well as landscape, fence, wall, and swimming pool approvals.

When plans are submitted, it is important to submit a “package” in one email that includes all information that the ARC will need to review plans thoroughly. Please try not to submit multiple emails. It is best to try to submit a “visual” package which would include a picture or pictures of the home and/or its textures and colors. Photos of sample boards or of existing homes that have the selected colors or textures are tremendously helpful. When submitting your package to the ARC, please include the following:

- Full plans will all four elevations
- Site plan showing the house, driveway, and walks with the setbacks clearly noted
- Landscape plan
- The brand, product line, and color of the following:
  - Roofing
  - Soffit/Fascia
  - Gutters
  - Brick/Stucco
  - Siding
  - Windows/Doors
  - Garage Doors
  - Chimney Cap Color
  - Paint Colors
  - Stain Colors
  - Concrete Driveway and Walks Color (the ARC prefers “non-white” concrete)

If the Plans Review package is submitted per these suggested guidelines, the ARC can typically have a response back within a week. The exclusion of any one item will hold up the process.

Please submit the package to Tommy Bumpous at [tommy.bumpous@freemanwebb.com](mailto:tommy.bumpous@freemanwebb.com). Tommy will serve as the “filter” to review the package to be sure that it includes everything required before forwarding it along to the ARC members for review. If you need to call Tommy, he can be reached at 615-271-2726.

Once plans are approved and stakes set, an ARC rep will visit site and verify correct location.