

## IDC Review Procedure Summary.

The decisions of the I'On Design Committee (IDC) apply only to exterior changes to your property and are based on the Architectural & Landscape Guidelines, the I'On Code, I'On Community Patterns, overall aesthetics, and architectural merit in I'On. Per the CC&R's, "The IDC may consider any factors it deems relevant, including harmony of external design with surrounding structures and environment, and consistency with the visual themes established for I'On. Its decisions may be based on purely aesthetic considerations. Each Titleholder, by accepting a deed to Real Property in I'On, acknowledges that determinations as to such matters are subjective and opinions may vary as to the desirability or attractiveness of particular improvements."

- Applications can be found on the I'On website, [www.ioncommunity.com](http://www.ioncommunity.com) . Applications and their requirements must be delivered to the IDC office, in one complete hardcopy application package by the submittal deadline and emailed in PDF format in one email for filing purposes. **Incomplete submissions will not be reviewed.** Late submissions will not be included on the upcoming IDC meeting agenda.
- The application submittal deadline is 12:00pm (noon) on Tuesday, a week prior to a scheduled IDC meeting. IDC meetings occur the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month unless otherwise noted.
- The IDC shall notify an applicant of its review decision, in writing, within thirty (30) days from receiving both the completed hardcopy & digital application package.
- Once a submission has been reviewed, the review fee is non-refundable. This includes any reviewed application that has expired and/or any reviewed application withdrawn by a homeowner after being reviewed.
- IDC approved projects must commence work within six (6) months from the original approval date. If work has not begun within six months from the original approval date, the approval on that project expires and the project is closed. Once an approval expires, if the homeowner wants to move forward with that project, they must submit a new application with the appropriate fees for IDC review and approval.
- If IDC approval is not given after an IDC review and additional items, revisions, information, and/or material samples are requested by the IDC, the requested revisions, information, items and/or materials must be submitted within 6 months from the original review date. If the requested items are not submitted within 6-months of the review date, the application expires. Once an application expires, if the homeowner decides they want to move forward with the project, they must submit a new application with appropriate fees for IDC review and approval.
- If a homeowner withdraws an application or asks for return of their compliance deposit on any approved or unapproved application, the application is closed. If the homeowner decides they want to move forward with the project, they must submit a new application with appropriate fees for IDC review and approval.
- Once final written approval is given for a project and a signed copy of the Homeowner Agreement has been submitted, the homeowner must pick up the IDC Approval permit to display before work begins. The permit must be displayed where it can be seen from the street when the project begins and until completion.
- Approved projects must be completed within one (1) year of the original approval date or a shorter period, if specified by the IDC.
- If you desire to make any design, color, structural, or material changes to an already approved project, you must submit for review and approval by the IDC using the "Change to Approved Design" application before making the change. No work should start on any design change until it is reviewed and approved by the IDC.

- A “Final Inspection & Deposit Refund” application must be submitted by the homeowner within 90 days from the project’s 12-month completion date or the deposit be forfeited. If a final inspection is not approved, the homeowner must rectify the unapproved item(s) within 30 days and resubmit for another final inspection. If not rectified within the specific timeframe, the project will be considered in violation and the HOA can begin to assess fines to your account.
- If a homeowner does not agree with an IDC review decision on their application request, the IDC will work with the homeowner to try and reach a solution agreeable to both; however, if the homeowner disagrees with the IDC’s final decision, the homeowner may file a written appeal to the HOA Manager. Once the written appeal is received, the HOA Manager will schedule a hearing with the Board of Appeals. The Board of Appeals is a separate Board from the IDC and HOA Board.

**Please Note:**

- All architectural plans for new structures and additions to existing structures must be to scale and prepared by a qualified licensed professional. Hardcopies of architectural plans must be a minimum size of 11x17 but larger is preferred for a preliminary review.
- Prior to submitting to the IDC for review and approval on a new structure, addition, and/or enclosure, homeowners must apply online with the Town of Mt. Pleasant (TOMP) for a Zoning letter identifying their lot type. Typically, the homeowner will need a current survey, and a site plan overlaid on the survey with the existing and proposed building coverage percentage calculations indicated on the site plan. This is important to determine before an IDC review to make sure there is enough available buildable coverage to move forward with a proposed new structure, addition and/or enclosure on the lot.
- Some examples of structures that the TOMP calculates in determining the buildable coverage percentage are as follows: outbuildings such as garages, sheds, carports, additions, pools connected to a raised deck, pool houses, masonry walls, raised patios, decks & platforms for generators or propane tanks, decks, pergolas, trellises, arbors, large outdoor masonry fireplaces & outdoor kitchens, etc. Please refer to the TOMP for more information.
- Any improvement/enhancement to your property is subject to a “Single Family Site Improvement Permit” with the TOMP and some require a building permit or other permits. Please refer to the TOMP for more specific information.
- The TOMP requires homeowners to get a building permit for installing generators and/or propane tanks on your property. Please refer to the TOMP for more information.