

ARC APPLICATION PROCESS:

- 1) **ARC:** Complete Application
- 2) **DOCUMENTS REQUIRED:** Upload completed application/drawings/pictures to <https://www.kennedyaccounting.com>.
**A link from the WPTH website homepage will also direct you to the Kennedy portal for submission.*
- 3) **DEPOSIT REQUIRED:** Mail a \$500 check to Kennedy Accounting office.
- 4) Wait for formal **email approval notification from Management Company and/or WPTH Board**. *A verbal approval from a Board member/Management in passing and/or phone call is not an official approval – you must wait for formal email notification.*

Javier@ellwoodmanagement.com

**Kennedy Accounting
c/o Walnut Park Townhomes
Architectural Review Committee
136 W. Canon Perdido Suite A
Santa Barbara, CA 93101**

- 5) **APPROVAL:** Do not begin work until you have an email approval from Management and/or the Board on your ARC application.
- 6) **FINAL INSPECTION:** When your project is complete the Board and/or Management company will schedule an inspection for a walk-through with you to ensure the approved ARC application matches the work completed on your unit. The \$500 check returned to homeowner following a complete satisfactory inspection. Fines will be assessed to homeowners for any unapproved work that has been completed
- 7) **CONTRACTOR WORK HOURS:** Contractors are to work on units during regular business hours of 8am-5pm. (please be respectful of your neighbors with the additional noise with your home remodel and do not begin work any earlier. Homeowners often notify their neighbors of an upcoming project, so they are aware of any potential noise coming from one's unit. Communication is always appreciated!

RESUBMISSIONS:

We understand that sometimes plans change mid-job due to contractor findings which may create additional work that you did not address on your initial ARC application – a resubmission is then required. The homeowner is required to resubmit an ARC application

for ANY AND ALL CHANGES stating the reason for the revision. A second approval is required for all changes from your original ARC application, if changes apply.

Please reach out if you have any questions or concerns.

Thank you for your cooperation.

Walnut Park Townhome Association

Revised: 3/20/2025