Body Corporate for Calmwater Shores CTS 30203
ARC Flowchart

STEWART SILVER KING AND BURNS
COMMUNITY MANAGERS

Action by SSKB
—Applicant to be provided with application forms design guidelines and checklist by Client Care or directly from Website

Applicant lodges application with plans (3xA3, 1xA4) with Architect.

Action by Architect (Specialist Member of the ARC)
-completes assessment and makes recommendation to other ARC Members.
SUGGESTED TIMEFRAME 5 working days

Action by ARC
(Foundation Lot Owner and Body Corporate Representative)
- Complete voting papers
- Return voting papers to SSKB

1) Approval without conditions
2) Approval with conditions
3) Further Information Required

SUGGEST TIMEFRAME 5 working days

Further Information Required (additional fees to be paid by owner)

Approved with/without conditions

Action by SSKB
- Issue an information request from the Body Corporate to the applicant
-accompanied by a letter detailing that any hours over and above will be charged at a $250 per hour.

Applicant forwards information to SSKB

Action SSKB
- receive amended plans and information for the Information Request.
- Send to ARC Members

Action by SSKB
provide approval letter outlining conditions on behalf of the Body Corporate as follows:
- Request building bond to be payed directly to the Body Corporate
- File copy of approved plans for future reference.