

MIDDLE ISLAND PROPERTY OWNERS ASSOCIATION (MIPOA) OVERVIEW FOR NEW CONSTRUCTION AND RENOVATIONS THAT ALTER THE EXISTING FOOTPRINT OR ELEVATION

PROCESS:

1. To expedite and clarify the Architectural Review process, the property owner should contact the MIPOA Architectural Review Committee (ARC) first before any preliminary planning.
2. Once the property owner is fully aware of the covenants and guidelines, the designer/architect of their choice should meet with the MIPOA ARC to discuss unique differences in the Middle Island covenants
3. The sketch plan is developed. This plan includes the site plan within it and must be based on a recent topographical survey (2 years or less).
4. The sketch plan and recent survey are submitted with the application to both the MIPOA and BHA ARC's.
5. Once the sketch plan is reviewed by the MIPOA ARC, a letter is sent to the BHA ARC with comments/questions verifying that the MIPOA ARC has reviewed and accepted the plan for advancement through the ARC process. This letter is required by the BHA ARC before the BHA ARC can review the sketch plan.
6. The sketch plan is presented at a BHA ARC meeting that is held the first Friday of every month. The MIPOA ARC reviewed sketch plan must be submitted by the MIPOA ARC at least 11 days before the BHA ARC meeting.

7. It is now the beginning of a collaborative process with the MIPOA and BHA ARCs (helps ensure compliance with the Middle Island ARC covenants and guidelines) and the BHA ARC (technical review and correspondence with the property owner and their representative(s)).
8. Next steps include:
 - a. Preliminary review application encompassing detailed drawings is submitted to the BHA ARC for consideration by both the BHA and MIPOA ARC's.
 - b. Final review application that includes updated detailed drawings, landscape plan and paint/roof application is submitted for consideration by both the BHA and MIPOA ARC's.
9. When the final approval letter is issued, the MIPOA ARC will send a copy of the approval letter to the MIPOA Treasurer and President. The MIPOA Treasurer will send a bill for the impact fee and construction deposit to the property owner, payable after issuance of the building permit but before construction begins
10. When the building permit is issued and prior to any construction activity it is the responsibility of the property owner or their representative to contact the BHA ARC Coordinator to initiate the site management plan.
11. Periodic inspections will occur during construction. Once the MIPOA ARC has concluded the final inspection, including the road cut approval, and the project has been completed in accordance with the approved plan and pertinent design guidelines, the construction deposit is returned.

For more detail see BHA ARC and MIPOA ARC Process and Fees on the MIPOA website under the renovation tab.

Note: The BHA ARC has a list of architects, designers, builders, landscapers, etc. who have worked on the island and requested to be put on their list. Since this is not a BHA ARC approved list, we recommend you talk with neighbors to get personal recommendations before hiring someone.

EXTERIOR CHANGES AND ROOF/PAINT COLORS

- Fill out a paint, roof or change application and submit to the BHA ARC for review by the BHA and MIPOA ARC's.

(Middle Island roof colors should blend with the environment: greens, browns, grays, etc.)