

# **Spring Pines Homeowners Association Operating Policies and Procedures**

## **Architectural Control Policy**

**Revision A  
09/24/09**

### **Approvals**

**Approved:**

**President, Steve Calhoun**

**Vice President, David Jones**

**Director, Sherry Noulles**

**Secretary, Debra Barbee**

**Treasurer, Cindy Calhoun**

## Architectural Control Policy

Spring Pines Homeowners Association

- C. The applicant should provide sketches, drawings, pictures, brochures, dimensions and any other related or clarifying documents as attachments to the application form. Specifications should include desired materials (including color) to be used such that the committee can accurately assess the harmony and compatibility with surrounding properties and homes.
- D. The completed application (with attachments) may be submitted to any member of the Architectural Committee or Board of Directors. This submittal can be made in person, by mail, or electronically (e-mail). If submitted electronically, documents should be in PDF format to assure readability.
- E. If the documentation provided is not complete or lacks sufficient detail, it will be returned to the submitter with an explanation of additional requirements. An application is not considered received until all requirements are met. The original application, approved or disapproved, will not be returned to the applicant, but will be kept on file with Association records held by the Property Management Company.
- F. The recipient (Committee or Board member) of the completed application must fill in the date received on the submitted, complete Approval Form. This date will be used for calculation of item K below.
- G. The recipient will contact other members of the committee advising that an active application has been received. Simple requests may be reviewed by phone or e-mail. More complex requests should be reviewed at individual or collective meeting(s). Review should be conducted by at least two (2) members of the committee or Board of Directors.
- H. Upon completion of the review, an application will be dispositioned in one of three ways:
  - 1. Approved As-Is
  - 2. Approved with Modifications
  - 3. DisapprovedIf modification of the submitted design is required, a committee member will contact the applicant to explain necessary changes. If changes are agreed to, the committee member will note these changes and homeowner concurrence on the bottom of the application form. When possible, it is desirable for the applicant to initial these changes or acknowledge electronically. If changes are not agreed to, and no other acceptable alternative can be negotiated, the application will be dispositioned as disapproved with an explanation of rejection.
- I. Disposition of the application may initially be communicated to the applicant in person, by telephone, or e-mail if time is critical. The application will be updated to reflect the date of response (communication) to the applicant, the committee members involved in the review, and the final disposition with changes and/or remarks as required.
- J. The dispositioned hard-copy application form as well as any supporting documentation will be forwarded to the Property Manager for insertion into Association files. The Property Manager will make a copy of the dispositioned application and mail to the applicant for their personal records.
- K. Applications not dispositioned within 30 days of receipt will be considered approved. See Section E above for establishment of receipt date.

### VII. Inspection

The committee shall have the right, at its election, but shall not be required, to enter upon property during site preparation or construction, erection, or installation of improvements to confirm that work being performed or completed is in accordance with the approved plans and specifications, utilizing good quality materials, applied with acceptable workmanship.

## **Architectural Guidelines**

The guidelines contained in this document are intended to illustrate requirements for typical projects, and as such, cannot address all possible situations. They can however be used to establish a framework for decision making.

### **Permits**

It is the responsibility of the homeowner to determine whether permits are necessary for the planned project and to obtain said permits prior to starting work. The committee will not be compelled to offer an opinion, nor will they have any responsibility for work performed without necessary permits. Please contact Wake County or the City of Raleigh for guidance.

### **Grading**

Major changes to the topography of a lot could result in flooding due to improper drainage into a neighbor's yard. Although major changes require prior approval by the Architectural Committee, the Architectural Committee or Board of Directors does not accept any liability for any damage caused by grading activity, whether approved by Architectural Committee or Board of Directors or not. The committee seeks only to assure that the changes are compatible with the surrounding properties. The homeowner should seek qualified advice before proceeding with such a change.

### **Sheds/Storage Sheds**

Detached free-standing storage sheds are permissible. Sheds must meet the following criteria:

- A. Siding material should be T-111 or equivalent and should be similar in color of house. Metal structures are not permitted.
- B. Roof shall be of similar materials and similar color as of the house.
- C. Structure shall be of wood construction and shall have suitably constructed floor systems.
- D. Total square footage shall not exceed 120 sq. feet and shall not exceed an inside height of 10 feet.
- E. Sheds shall be located behind house and not in side yard areas that are highly visible from the street.
- F. Sheds shall be properly maintained.

### **Decks and Other Structures**

Decks are permissible and should be constructed of suitable material.

- A. Decks should be constructed of wood, wood composites or other more advanced materials giving the appearance of natural wood.
- B. Material should be pressure treated or have other weather resistant properties.
- C. Decks should be accessible only from the home's ground floor and/or surrounding property. The ground floor is defined as the first level of living space, and does not include basements or crawlspaces. Access from the second floor is not acceptable.

### **Fences/Walls**

Fences are permissible, but must meet the following criteria:

- A. The preferred placement of a fence is no more than midway between the front and rear corners of the home. In no case should a fence extend forward beyond front corner(s) of the house.
- B. Fencing has a preferred height of 4 ft., but in no case should height exceed 6 ft.
- C. Fences shall be constructed of treated wood with a minimum of 4" slats and 4" spacing maximum.
- D. Fences/walls shall be architectural extensions of the house and compliment the house.
- E. Flat top fences are not acceptable.
- F. Chain link fencing is not acceptable.
- G. Fences should be compatible with neighbor's fence.
- H. Fences must be properly maintained and kept in good repair.

**Architectural Committee Application Form**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ (must be property owner)

Address: \_\_\_\_\_ Lot # (if known) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Convenient times to meet (Date/Time): \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_

Anticipated Finish Date: \_\_\_\_\_

Building Permit Required? \_\_\_\_\_ Building Permit Obtained? \_\_\_\_\_

**Note: It is the responsibility of the homeowner to obtain necessary permits. Information about building permits can be received by calling the City of Raleigh**

Provide a brief description of the project (use reverse side if additional space is required)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach sketches, drawings, pictures, brochures, dimensions, lot placement diagrams, and material specifications or descriptions.

**Submit completed application with accompanying documentation to any member of the Architectural Committee or Board of Directors**

**For Architectural Review Committee Use Only**

Date received from applicant: \_\_\_\_\_

Date of response to applicant: \_\_\_\_\_

Application reviewed by: \_\_\_\_\_  
\_\_\_\_\_

Status (circle one): **Approved As-Is**      **Approved with Modifications**      **Disapproved**

Describe Required Modifications or reason for Disapproval Below:

\_\_\_\_\_  
\_\_\_\_\_