

Langston Farms Homeowner's Association, Inc.

Home Additions or Alterations - Policy and Procedures

Introduction

This Architectural Design Policy includes procedures and guidelines to assist the Architectural Review Committee (ARC) or the community Board of Directors through the architectural review process. It supports the architectural restrictions contemplated by the governing documents that bind each owner. This process is essential to create and preserve a community that is attractive, livable and to protect property values.

Architectural Design Policy

All owners and their contractors must meet with the ARC prior to commencement of any construction work. The ARC will review plans, materials, site plan, colors and / or landscaping plan to ensure compliance with the design requirements, policy and procedures of the Architectural Design Policy. No construction of any kind shall be commenced until plans and specifications have been submitted to and approved in writing by the ARC.

General land use requirements and building codes are established and compliance with them is a service of the city building department. The homeowners association assumes no responsibility for the structural integrity, safety features, mechanical operation or building code compliance of the proposed construction.

Committee Discretion

This policy does not cover every possible situation that may require ARC approval. As it applies, the ARC is authorized to exercise discretion in approving or disapproving a specific proposal. In some special cases, the ARC, with special approval from the Board of Directors, may approve a proposal that may conflict with a standard set forth in the governing documents. This approval does not constitute a precedent for future requests.

Plan Submittal Procedures

All proposals for construction on any Lot must be submitted to the ARC with a completed Application at least 30 days prior to the start of the proposed action. A completed Application shall mean:

- a) Two copies of plans and specifications complying with the governing documents (Covenants, Conditions, and Restrictions and By-Laws) for your community.
- b) Two copies of landscaping plans demonstrating compliance with the Minimum Landscaping Standards
- c) Two completed Application Forms, signed construction agreements and checklists provided by the ARC.

The ARC shall have thirty (30) days to review a submittal. After review, one copy of the submittal will be retained by the ARC for their files. The other will be returned to the applicant marked with one of the following:

- "Approved" (project approved as submitted)
- "Approved as Noted" (subject to conditions noted)
- "Not approved" (reasons noted on drawings and forms)

An incomplete submittal will be returned to the applicant marked "Not Approved". It is the owner's responsibility to apply for and pay all fees for permits and inspections required by the governing authorities and codes.

Standards

All plans shall use (1) the applicable standards established by the governing documents for density, building type, set-back requirements, utilities and placement, and other exterior characteristics, and, (2) the design criteria of this Architectural Design Policy to preserve consistent external appearance, design and compatibility with existing structures.

All plans shall be of professional quality with sufficient detail to clearly define the proposed project. Plans for new home starts shall be designed by architects or professional building designers and shall include an Artists Rendering (two-point perspective) of the front, sides and rear view of the proposed project.

Plan Submittal Procedure

Construction and landscape plans shall be submitted in duplicate to the ARC for approval. Landscape plans for proposed project must accompany the house or addition - construction plans. Plans shall include a site plan to scale (min. 1/8 inch = 1 ft.) showing property lines, above ground structures, planting areas, location, and description of plantings including species. Requests for approval of walls, fencing, or storage sheds, shall include design drawings or photos to assure quality construction and compliance with other requirements of the ARC.

Construction Standards

a. Common Property

Owner, his contractor or any other person associated with construction of the project may not damage the surface of the Common Property during construction, or use any portion of the Common Property for storage or other activities relating to construction. Roadways and adjoining lots shall be kept clean and free of debris (and roadways free of mud) arising from construction activities on a Lot.

a. Construction Sites.

Owners, Contractors and any others performing work, shall keep a clean construction site. All construction debris, lumber remnants and scrap materials shall be removed from the site after each phase of work such as foundations, floors, walls, roofs, etc. and in no case allow the accumulation

of more than one week's debris. In lieu of removal from the site, the ARC may authorize the use of a "Dumpster" if placed on the lot. Chemical toilets shall be placed on the construction lot, not in the street or on the sidewalk. Dogs, drugs, alcohol or loud radios are not permitted on the job site. Violators will be required to leave.

The Board may, from time to time, amend, modify or revise provisions of the Architectural Design Policy, including the procedures for submitting, reviewing and approval of the ARC. No such amendment, modification, or revision shall be binding upon the owners until notice has been given to the owners by the Board, and no such amendment, modification or revisions shall affect structures, improvements, or landscaping approved prior to the enactment of such amendment, modification or revision.

The Board of Directors for your community wants to maintain the intended aesthetics and planned design of the community. These policies and procedures outlined by the Board will hopefully help maintain our property values and foster pride of ownership. Should you have concerns concerning our community or the Policies and Procedures, please contact a Board member through the management company in writing and we will be more than happy to answer your questions.

Respectfully,

The Langston Farms Homeowner's Association, Inc. Board of Directors