

Architectural Review Procedure

The following information shall be provided by the petitioner requesting to start a construction project in a subdivision. If this information is not provided, the petitioner should be notified to submit the required information. Time is of the essence in obtaining this information and a decision on the request by the Board of Directors. Most HOA covenants give the Board of Directors 30 days to respond to Architectural requests. If the Board of Directors fails to approve the plans within this time frame, the request is automatically approved. Architectural review submissions must be made by the owner of the property. A property manager for the owner can make the submission but we need to confirm with the owner that he is okay with the requested change. We cannot take submissions from a tenant of a property.

PropertyBoss contains several form letters that can be used to communicate to the homeowner the results of his request. There are letters to communicate fence and building construction approvals. Any letter sent to a homeowner should include as an attachment information provided by the homeowner and any comments the board of directors makes regarding the submission. A copy of the information should be stored in the owner's media file and a paper copy in the homeowner association's files. There is also a form letter to communicate to a homeowner that started a construction project without first obtaining permission from the Board of Directors. If the Board of Directors wants to communicate changes to a homeowner's request, those changes need to be communicated to the homeowner and the approval or approval with modification letter.

Board Review of Construction Plans:

The Board of Directors' review of the information should be summarized in a letter and mailed to the petitioner. The approved plans and specifications should be part of the letter mailed to the petitioner.

Fence Construction:

1. Location of the fence on the property including how far the fence will be set back from the property lines of the lot. The petitioner can hand draw the lot, house and proposed fence location. The drawing should show the setbacks and starting and stopping points of the fence. A foundation survey is preferred showing any recorded easements on the property.
2. The height of the fence.
3. The style of the fence including color and type of material used to construct the fence.
4. The proposed start date for the fence.

_____ Fence location

_____ Fence setbacks

_____ Fence start/stop locations

_____ Fence height

_____ Fence style, color and material used

Home Construction:

1. The lot number and street address for the home.
2. Complete blueprints OR house floor plans and elevations.
3. The square footage for the home should be provided.
4. Exterior colors and exterior building materials (e.g. brick/vinyl, stone) to be used.
A written document listing the materials and their location must be provided.
Photographs or building material sample boards may be required to further document the exterior finishes. A minimum list of exterior finishes should include:
 - a. Building siding material, location and color/model
 - b. Boxing color
 - c. Shingle color and style
 - d. Garage door style and color
5. A plot plan for the proposed home.

_____ Home setbacks/plot plan

_____ Home square footage

_____ Blue prints or drawings

_____ Siding and boxing materials, color and locations

_____ Garage door style and color

_____ Shingle color and material

Detached Building Construction:

1. The lot number and street address for the proposed construction.
2. Complete blueprints OR building floor plans and elevations. Some boards may require full blueprints.
3. The square footage for the building should be provided.
4. Exterior colors and exterior building materials (e.g. brick/vinyl, stone) to be used. A written document listing the materials and their location must be provided. Photographs or building material sample boards may be required to further document the exterior finishes.
5. A plot plan for the proposed building.

_____ Building setbacks/plot plan

_____ Building square footage

_____ Blue prints or drawings

_____ Siding and boxing materials, color and locations

_____ Garage door style and color (if applicable)

_____ Shingle color and material

Swimming Pool Construction:

1. The lot number and street address for the proposed construction.
2. A drawing or pictures showing the location on the lot for the pool and the pool dimensions.
3. Plans and specifications for a fence enclosure should be provided based on the Fence Construction specifications.
4. Pool or pump house plans should adhere to the Detached Building Construction specifications.

_____ Pool setbacks/plot plan

_____ Blueprints or drawings

_____ Fence specifications

_____ Pool/pump house specifications

Deck construction:

1. Location of the deck on the property. The petitioner can hand draw the lot, house and proposed deck location. The drawing should show the setbacks and starting and stopping points of the deck.
2. The height and size of the deck.
3. The style of the decking including color and type of material used to construct the deck.
4. The proposed start date for the deck.

_____ Deck location

_____ Deck setbacks

_____ Deck height and size

_____ Deck style, color and material used

Architectural Review Standards

South Hall Owners Association

South Hall Owners Association has established minimum architectural review standards. Homeowners submitting plans and specifications to modify the exterior of their home or existing detached building, construct/modify a fence, build a new detached building or swimming pool should consider these minimum standards when they submit their information to the homeowners Association.

Fences:

- a. If a homeowner desires to install a fence, the Association is requiring the homeowner provide a survey performed by a licensed surveyor to identify the property corners if a new fence will be installed within 10 feet of any property line of the home.
- b. All wood fences must be painted or stained within 12 months of installation. The homeowner should provide a color or sample of the proposed paint or stain when submitting specifications to the Association for any fence whether it is wood or metal. PVC fences are not approved for use in South Hall.

Building Projects:

- a. If a homeowner has plans to build a building or install a swimming pool, the homeowner shall have his property corners identified by a licensed surveyor and the surveyor must place the proposed building project on a plot plan. The plot plan must be submitted to the Board of Directors as part of the approval process.

Other:

As part of the approval process, the managing agent will provide abutting homeowners notice of the request for approval and any concerns by an abutting homeowner must be raised to the managing agent within ten days. Abutting homeowners will be notified once the board of directors has conditionally approved the building request.