

## **GUIDELINES FOR THE ARCHITECTURAL REVIEW COMMITTEE**

### **A. Introduction**

The Architectural Review Committee (ARC) proposed the following guidelines to assist homeowners in preparing applications for modifications to their property and to help maintain the appearance of the Spring Hill Community to enhance the property values of all homeowners.

We emphasize that these guidelines are governed by the Covenants. All applications will be reviewed on a case-by-case basis and must be in compliance with the covenants.

### **B. Application Approval Procedures**

A copy of the guidelines, including an application form, may be obtained by contacting the ARC or the managing agent. A description of the proposed project must be included to help the ARC approve your request. A copy of the building permit is also needed.

1. All applications are to be submitted to the ARC or the Managing Agent for processing. The ARC meets on the second Wednesday of each month. Application must be received by the first day of the month for the ARC to consider them at the monthly meeting
2. Upon approval, the ARC will issue a Spring Hill Homeowners Association ARC Permit which is to be displayed prominently in the front window of the home during construction. This permit states that the approval process has been started and final approval will be required upon completion of the project to ensure that the project remained within the covenants and any restrictions.
3. No construction may be started until the building permit from Berkeley County has been received. The approval of the application does not replace the need for a building permit.
4. A member of the ARC or the Managing Agent will sign off on the project when it is complete. The project is considered complete when the approved work has been completed and the site has been cleared of all unused construction materials.
5. If a homeowner disagrees with the decision of the ARC, the homeowner may appeal to the Board of Directors within 7 days of the disapproval.

### **C. Application Disapproval**

If an application has been disapproved, the homeowner will be notified in writing of the problems with the application. The homeowner is free to request that the ARC reconsider the application or to present new and additional information which may clarify the request and result in approval. The homeowner may appeal to the Board of Directors within 7 days of an application being disapproved.

#### D. Non Compliance

Failure to obtain written approval will result in the following steps being taken by the ARC:

1. A verbal request for the work to stop and an application to be submitted.
2. A written request for the work to stop and an application to be submitted.
3. A fine, not to exceed \$100, to be levied against the homeowner.

#### E. Review Criteria

1. The ARC evaluates all applications on their individual merits. An acceptable project in some instance may not be in another. Judgments are on the harmony of external design, location in relation to the surrounding structures and conformity with the design concept.
2. The proposed changes MUST follow the covenants and be compatible in design to the architectural style, quality of workmanship, similar use of materials, color and construction details.
3. The proposed alteration should relate favorable to the landscape, the existing structure and the neighborhood. The ARC asks that you advise at least 2 neighbors of your intentions as a courtesy and have them sign the application stating that they are aware of your intentions. Their signature does not constitute or imply their approval or agreement, only their knowledge of the change.
4. Workmanship must be equal to or better than that of the surrounding area. The Association, Committee and Board of directors assumes no responsibility for the safety of new construction by virtue of approval of design, workmanship or otherwise.
5. Obtaining the appropriate building permits does not eliminate the requirement that you obtain approval from the ARC. Nor does the ARC approval eliminate the need for building permits. The ARC asks that a copy of the building permit or a copy of the application for the building permit be submitted with your application.
6. You should be aware that various utility lines are buried in the ground in your property and you are prohibited from building structures over those easements. You must contact "Miss Utility" or any local utility company to determine the location of these easements and the steps which you must take to prevent cutting the lines.

**SPRING HILL HOMEOWNERS ASSOCIATION  
ARCHITECTURAL GUIDELINES.**

**SUPPLEMENT TO THE COVENANTS  
APRIL 2006**

**1. Aerials/Antennas**

Preferred installation would be in the attic of the home. External aerials and antennas are allowed with the following limitation:

- a. All are to be limited to the rear of the home, or attached to the peak and not to exceed a height of more than 5 feet above the ridge of the home.
- b. All shall be properly installed and maintained.

**2. Dog House and Runs**

- a. All are to be limited to the rear of the home and are to be visually unobtrusive.
- b. Pet runs are NOT permitted by the covenants.

**3. Decking**

- a. All decks must meet Berkeley County and Building Officials and Code Administrator International (BOAC) codes.
- b. Decks shall be of wood or Trex type construction, including post and pile, and limited to the rear of the home
- c. Side yard extensions will need approval of the ARC
- d. Under deck storage areas will be shielded with lattice or other lumber treatments.

**4. External Construction to Homeowner's Properties.**

All type of external construction to the property requiring a building permit shall need prior approval from the ARC.

**5. Exterior Lighting**

All exterior lighting shall conform to County codes and privacy laws.

**6. Exterior/Yard Decorative Objects**

1. To maintain the value and harmony of the neighborhood, all fronts shall be limited to general landscaping, shrubs, flowers/planters and trees.
2. Seasonal Decoration MUST be removed 30 days after the holiday.
3. Ditch lines are to be mowed and maintained by the homeowner.

**7. Fences**

All are to be limited to the rear of the home. They may begin at the midpoint of the sides of the home and extend to the back property line. Fencing types are limited to the following:

1. Chain-Link Fences with proper maintenance. Fillers are allowed.
2. Four-foot wood rail. Wire enclosures are optional.
3. Four to Six foot "wood on wood" privacy type.
4. All other fencing requires prior approval by the ARC.

**8. Satellite /Received Dishes**

All Satellite/Receiver dishes need to be placed so they are visually unobtrusive, preferably on the side or rear of the roof.

**9. Sheds/Outbuildings**

All sheds shall be properly installed and maintained.

1. All are limited to the rear of the home, no larger than 160 square feet floor space, color compatible with the home. The neutral color of white will be accepted.
2. No Metal sheds.
3. All sheds should be built with T-111 or Vinyl materials only.

**10. Vegetable Gardens and Vegetable Plants**

All shall be limited to the rear of the home and may not be on common ground. Use discretion when applying fertilizers.

**11. Swimming Pools**

1. All pools require approval of the ARC.
2. Applicable County Codes and State Codes for enclosing pools, above and in ground, shall be enforced to afford security and safety. Applicable code requirements will dictate height and style.

*As a community, all homeowners should take pride in the appearance of their property in order to maintain the value of the neighborhood.*

*We should be considerate of our neighbors when making any changes to our property*

*Be sure you are in compliance with all county codes and that you submit a request in writing before beginning any project requiring ARC approval to:*

**Spring Hill Homeowners Association**

c/o PMP

340 Edmond Road, Suite E

Kearneysville, WV 25430

681-252-0217 phone

304-725-5986 fax