

Architectural Review Submission Guidelines

Architectural Review Guidelines

All requests must be submitted in writing in sufficient detail in order to be acted upon by the ARC and the Board. Verbal comments that may be made by an ARC committee member, an officer, or a board member of the association is not to be relied upon as an approval.

When to submit?

When planning to erect, place or alter a home, fence, dog run, pool, deck, or other structure of any kind or planning to landscape or re-landscape if the re-landscaping requires clear of trees, or grading of the land.

Why is it a good idea to submit?

ARC plan review and Board approval is a valuable "surety benefit". By submitting your plans and getting approval in advance you practically eliminate anyone from prevailing on a Restrictive Covenant (RC) violation claim via a TRO, and/or permanent injunction. If you elect to violate the RC by not to submit a plan, for whatever reason, and nobody files a complaint until the statute of limitations time has passed, you have nothing to worry about. But what is the point of assuming such risk when your neighbors have volunteered their time to approve your plan so you can avoid such risk?

What to do if you forgot to submit a plan and you want to sell your home before the statute of limitations time period has passed?

Submit your plan requesting a retrospective review and approval.

Guidelines for Submitting Plans for Architectural Review Per the Covenants

1. Require one (1) full and complete set of all building plans that must show: Building specifications for all proposed structures on the property size setbacks Topography/elevation Grading and drainage information Any existing structures on the property Landscaping plans Owner(s) name, phone, address Builder(s) name, phone, address Architect/designer name, phone, address Proposed start and completion dates Easements Intended clearing of trees Exterior finishes including small color samples (siding and roofing, etc.)
2. Plans and administrative fee (\$25) must be submitted a minimum of thirty (30) days prior to commencement of any vegetation clearing (other than normal maintenance) or construction, grading for other disturbances to the lot. Survey and site markings are permitted.
3. Receipt of incomplete plans for requests for approval will not initiate a review. The thirty (30) day review period will not begin until full and complete plans are received by the ARC or the Board of Directors of the Oaks III Homeowners Association.
4. Owner(s), builder and architect will be provided with a full copy of the current Oaks III Homeowners Association Restrictive and Protective Covenants and names and numbers of the chair of the ARC or their appointed representative to serve as contact persons.
5. Per the Restrictive and Protective Covenants, owner(s) will receive the decision of Board of the Oaks III Homeowners Association regarding plan approval in writing within 30 days. Owner(s) will receive written documentation of Board of the Oaks III Homeowners Association decision including any comments and questions.
6. All restrictions, variances to the covenants, line-item refusals and requests for changes to the proposed plans will be made by the Board of the Oaks III Homeowners Association to the owner or their representative in writing within the thirty (30) review period.
7. Only written and signed notice from the Board of the Oaks III Homeowners Association will constitute acceptance or refusal of plans. Verbal communication will not be considered final.
8. Subsequent changes to the submitted plans will be reviewed by the ARC and Board of the Oaks III Homeowners Association. Review of such changes will be documented in writing and signed by Board of the Oaks III Homeowners Association before approval will be final.
9. Resubmitted, amended or altered plans will require the full thirty (30) day review period. However, the committee will use best reasonable efforts to turnaround requests as soon as possible.

10. Owner shall pay a \$25 charge to cover all plan and change review during 12 months following the first submission for an undeveloped lot. The fee shall be \$15 for any change submissions after the first 12 months. Checks should be made payable to Oaks III Homeowners Association. Fees will help cover costs involved in review and notification.

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