

ARCHITECTURAL STANDARDS AND CONSTRUCTION SPECIFICATIONS FOR ALL EXTERIOR CHANGES TO PROPERTY & NEW HOME CONSTRUCTION

FOREWORD

The Board of Directors and the Architectural Control Committee (the Committee) have completed and reviewed these ARCHITECTURAL STANDARDS AND CONSTRUCTION SPECIFICATIONS.

These standards are intended as guidelines to follow when planning exterior changes to your property or for new home construction.

Please return completed applications to the address shown on the application form. Applications will be annotated by the Committee with the date received. This date will be the first day of the review and approval period.

Please read and follow these standards. You must receive approval in writing from the Committee before the start of any exterior change. The Committee is allowed up to 30 days to act on an application. Therefore, do not commit labor or materials until you have received written approval.

Your adherence to these standards and specifications will ensure that you receive a response to your application at the earliest possible date.

The Centennial Valley Neighborhood Association Board of Directors and the Board's Architectural Review Board present the following standards designed to assist homeowners in complying with Article 4 stated in the Declaration of Covenants and Restrictions to obtain prior approval for exterior changes in any property owned individually or in common in Centennial Valley. It is the intended effect that these standards should cause an equitable and consistent handling of all applications for Committee approval.

I. INTRODUCTION

In Centennial Valley, the questions naturally arise as to how to maintain a harmonious, quality development as the community matures. The following standards attempt to provide a meeting ground between private interests and the broader interest of the Centennial Valley community.

Control for maintaining the quality of design is through the Declaration of Covenants and Restrictions of the Centennial Valley Neighborhood Association, Inc. The covenants run with the land and are binding on all homeowners (members) and should be fully understood.

The fact that each homeowner is subject to these covenants should assure all homeowners that the standards of design quality will be maintained, enhancing the community's overall environment and protecting property values.

The formal request and approval process is necessary to assure that every owner's desire to improve his or her property can be given due process without discrimination. It will also provide the owner(s), the Committee and the Association Board with a permanent record of actions taken under the Declaration.

The Declaration establishes an Architectural Control Committee comprised of three or more representatives appointed by the Board of Directors. Paragraph 4 of the Centennial Valley Declaration requires the prior approval of any exterior change, addition, or alteration to the property. Such changes include any building, fence, wall or other structure that may be added or altered as well as landscaping and outbuildings. Each property owner shall read the Declaration to obtain a full understanding of the Architectural Control Requirements.

The Committee is charged with conducting the review of all applications for exterior changes, and rendering a decision to the applicant in writing. If an application is denied, the applicant may appeal to the Board of Directors. The Board of Directors may reverse or modify the Committee's decision by a majority vote of the joint Board of Directors.

The standards which follow are the procedures and guidelines applied by the Architectural Control Committee and the Board of Directors to assist the Association and its members in the design review process. It is hoped that these specifications will serve as a positive tool to assist each homeowner in the full and free use of their property in a manner consistent with the aesthetic and harmonious development to the Centennial Valley community.

II. WHAT MUST HAVE ARCHITECTURAL REVIEW BOARD APPROVAL

The Committee's approval is required for any change in the exterior of a property pursuant to Paragraph 4 and Paragraph 15 of the Declaration. The applicable portion of such articles is shown below.

“No building shall be erected, placed, or altered on any lot until the construction plans and specifications and a plan showing the location of the structure have been approved by the Architectural Control Committee as to the quality of workmanship, size of dwelling, and materials, harmony of external design with existing structures, and as to location with respect to topography and finish grade elevation. No fence or wall shall be erected, placed, or altered on any lot nearer to any street than the minimum building setback line unless similarly approved. All fences and out-buildings constructed shall be approved by the Architectural Control Committee. Out-buildings must have the same quality of construction and same exterior building materials so they will correspond with the house construction.”

“All landscaping plans to be approved by the Architectural Control Committee”

This requirement applies to every homeowner's private property.

III. REVIEW CRITERIA

The Committee evaluates each application on the individual merits of each application and decisions are based on the standards in the following sections.

Validity of Concept: The basic idea of the exterior change must be sound and appropriate to its surroundings.

Relationship of Structures and Adjoining Property: The proposed change should relate harmoniously among its surroundings and to existing buildings and terrain that have a visual relationship to the change.

Protection of Neighbors: The interests of neighboring owners should be protected by making provisions for such matters as surface water drainage, sound and sight buffers, preservation of views, light and air, and other aspects of design which may have substantial effects on neighboring property. For example, fences may obstruct views, breezes, or access to neighboring property; dog pens may cause undesirable noises and odors or infringe drastically on views of neighboring property. The Committee should consider the various and appropriate criteria and exercise discretion in determining which of these criteria will be governing in each specific application.

Design Compatibility: The proposed change must be compatible with the design characteristics of the applicant's home and with the general neighborhood setting.

Scale: The three dimensional scale of the proposed change must relate satisfactorily to adjacent structures and their surroundings. For example, a detached storage building of a disproportionate size to the area in which it is intended to be placed would not be satisfactory.

Materials: Continuity is established by the use of the same or compatible materials as are used in the existing home. For example, an added building should be made of the same or similar materials as the home, likewise the shingles should also be the same or similar.

Workmanship: The quality of work must be equal to or better than that of any existing structures. Poor practices may cause the owner problems and may be visually objectionable to others. For example, a wooden fence not properly treated and maintained may in a short period start to decay and become unsightly to the owner and neighboring property owners.

Timing: A property change may be built or installed by the owners or a contractor. However, projects that remain uncompleted for a long period of time are visually objectionable and can be a nuisance and safety hazard for neighbors and the community. All applications must contain a proposed maximum time period from start to completion of construction of the proposed time period is considered unreasonable, the Committee may disapprove the application. As a general rule of thumb minor additions should be able to be completed within 30 days whereas more labor intensive additions may take up to 90 days.

Do not apply for a building permit, purchase materials, or commit to any contractor in anticipation of instant approval by the Committee. Applicants should wait until they have received written application approval by the Committee prior to purchasing or committing to such work. Homeowners should plan well in advance to allow time for application processing-

IV. APPLICATION REVIEW PROCEDURES

The Association's procedures for application, review, inspection, appeal, and enforcement of design review are outlined in this section.

Objectives

The Committee, in examining each application for design approval, considers whether or not the exterior change is in conformance with Paragraph 4 of the Declaration and the standards and specifications outlined herein, and meets the objective of creating a community which is aesthetically pleasing and functionally convenient, and maintaining a harmonious relationship among structures, vegetation, topography, and the overall design of the community.

Application Procedure

ALL NEIGHBORHOOD ASSOCIATION DUES OWED BY THE MEMBER TO THE CENTENNIAL VALLEY NEIGHBORHOOD ASSOCIATION MUST BE PAID IN FULL BEFORE THE ACC WILL CONSIDER ANY APPLICATION.

Complete the Application form and attach all required exhibits. Include full details of the proposed change. All applications must be received by the Thursday prior to the monthly ACC meeting or consideration will be delayed to the next regularly scheduled meeting. Incomplete applications will be returned, causing delay in obtaining approval. The ACC meets the 3rd Wednesday of each month at 5:00pm at Centennial Valley Country Club.

The Committee will review your application within 30 days and respond to you in writing. Should you not hear from the Committee within 30 days of our meeting, please call to follow up. The 30 day review period does not start until the application deadline date of the Thursday prior to the monthly ACC meeting.

An application with all the required information will be considered by the Committee based on its individual merit, using these standards and specifications as a basis for making a decision. The Committee's review process is outlined below.

Review Procedures

During the Committee's consideration of an application the Committee's members may view the site and may talk to the applicant and/or neighbors.

A quorum of the Architectural Control Committee is required for review of the application.

The Committee will consider the application and any data or comments received from immediate neighbors, of other homeowners. After discussion of the application as submitted, the Committee will approve conditionally, disapprove, or approve the application as submitted. The Committee should note in writing on each application the reason or reasons for approval or disapproval.

The Committee will give each applicant written notice by use of a duplicate copy of the application or by a letter stating the decision.

The Committee may inspect work in progress and/or completed work and request (either orally or in writing) the applicant to correct any noncompliance's with the approved design.

Appeal Procedure

If an applicant disagrees with the decision of the Committee, the following appeal process is to be followed.

1. The applicant should file a written appeal with the Board of Directors within fifteen (15) calendar days after receipt of the decision; and
2. The Board of Directors will establish the date and time the appeal will be heard, normally at the next scheduled Board of Directors meeting. A reverse decision will require a majority vote of the Board of Directors. Upon completion of the appeal, the applicant will be notified of the decision in writing.

Correction Procedures

An exterior change made without approval of the Committee constitutes a violation of the Declaration. A violation may require removal or modification of the work at the expense of the property owner, or payment of damages incurred by the Association in having the work removed or modified.

All homeowners have the right to notify the Committee or Board of Directors of apparent violations of any provisions of these Architectural standards and Construction specifications.