

ARCHITECTURAL REVIEW POLICY

RAVENCREST HOMEOWNERS ASSOCIATION

June 2010



THIS DOCUMENT IS AVAILABLE FROM THE ASSOCIATION MANAGEMENT OFFICE,
OR THE ASSOCIATION'S ARCHITECTURAL REVIEW COMMITTEE.

THIS POLICY IS SECONDARY TO AND SUPPLEMENTS THE DECLARATION OF
COVENANTS AND RESTRICTIONS ("C&R").

FOR MORE INFORMATION ABOUT ACCEPTED MODIFICATIONS TO YOUR HOME,
CONSULT THE ARCHITECTURAL DESIGN GUIDELINES

INTRODUCTION

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

ARTICLE 1 ARCHITECTURAL REVIEW COMMITTEE

1.01 Responsibilities

In accordance with authority granted to the Board of Directors in the governing documents, an Architectural Committee shall be appointed whose primary duty shall be to supervise and control the external design, appearance, location and maintenance of all improvements on the property and all landscaping additions in accordance with the provisions of the governing documents, this Architectural Design Policy and the Architectural Design Guide.

In carrying out its duties, the Architectural Committee shall review all submittals and apply the procedures, standards and design guidelines as set forth in this policy. The Committee shall keep records and shall maintain a plans file of all construction for a period of not less than seven (7) years.

1.02 Policy

All owners and their contractors will contact the Association Manager and supply to the Architectural Review Committee prior to commencement of any construction work, complete Architectural Review Application and all details needed by the Committee. The Committee 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 and approved.

General land use requirements and building codes are established with them is a service of the City Building Code Department. Applicable permits must be obtained. The homeowners association assumes no responsibility for the structural integrity, safety features, mechanical operation or building code compliance of the proposed construction.

It is the homeowner's responsibility to submit the completed Architectural Review Application. Applications submitted by the contractor for the homeowner will not be accepted.

1.03 Committee Discretion

This policy does not cover every possible situation that may require Committee approval. Furthermore, limited exceptions to the restrictions herein contained may be granted on a case-by-case basis, if the Architectural Committee or Board determines that granting such an exception is warranted under the unique circumstances of a particular application.

ARTICLE 2

PLAN SUBMITTAL PROCEDURES

2.01 Procedure

All proposals for construction on any Lot must be submitted to the Committee with a completed Application. Applications are obtained from the Association Manager. A completed application shall include the following as applicable.

1. A copy of plans and specifications that comply with the published Architectural Design Guidelines and checklists (if applicable) of the Committee.
2. Copies of landscaping plans demonstrating compliance with minimum Landscaping Standards.
3. A completed Application Form, signed construction agreements and checklists (if applicable) provided by the Committee.
4. A copy of the Building Permit. It will be posted at the job site and you can make a copy of it for submittal. The Modification Committee **MUST** receive a copy of the permit at least two (2) weeks in advance of the commencement of construction.
5. A copy of the affirmation assures the Architectural Review Committee that the City of Bartlett's Building Code Department has reviewed the proposed installation. This also helps us if a neighbor or other resident questions any aspect of the approved installation.
6. A legible copy of the land survey or plot plan.
7. A copy of the contractors/installer contract or proposal. The cost may be obscured. The contractor/installer contract or proposal generally includes much of the information needed regarding the proposed construction.
8. For pools: Two copies of the "Residential Swimming Pool permit, by the Bartlett Building Code Department.

A copy of the affirmation assures the Architectural Review Committee that the City of Bartlett Building Code Department has reviewed the installation, approved it and that it meets City Code Standards. This also helps us if a neighbor or other resident questions any aspect of the approved pool/screen enclosure installation. The pool contractor should have executed this form.

9. Common Area Damage Deposit
General policy of the Architectural Review Committee is to ask for a \$1000.00 deposit by personal check to cover any cost associated with damage to common property or elements that must be transverse during the construction of a pool, fence, screen enclosure or other heavy construction projects. This personal check will not be cashed and will be returned to the homeowner within two weeks of completion of construction and when the Architectural Review Committee has received written notification by the homeowner that the installation is complete and that any damage to common property or elements has been repaired and the Architectural Review Committee has verified these representations.

If damage is not repaired, then that portion of the deposit up to and including the \$1000.00 will be applied to the total cost to bring the damage area back to their original condition. Any expenditure by the Association greater than \$1000.00 to complete a repair to common area elements will be billed to the homeowner.

Please supply a personal check made out to Ravencrest Homeowners Association, with the application.

The Committee shall have thirty (30) days to review a submittal. After review, the Committee, for their files, will retain two (2) copies of the submittal. One (1) copy of the application will be returned to the applicant marked with one of the following:

- "Approved" (project approved as submitted)
- "Approved as Noted" (subject to conditions noted)
- "Additional Information required" (no decision made, unclear or missing information)
- "Not approved" (reasons noted on drawings and form)

It is the owner's responsibility to apply for and pay all fees for permits and inspections required by the governing authorities and codes.

Construction and landscape plans shall be submitted in duplicate (two copies) to the Committee for approval. Requests for approval of walls, fencing, or storage sheds, shall include design drawings or photo to assure quality and compliance with other requirements of this policy and the Architectural Design Guidelines.

2.02 Standards

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

All plans should be professional quality with sufficient detail to clearly define the proposed project. Plans for new home starts shall be designed by architects or professional Designers.

2.03 Completion

Approved projects must be commenced within six (6) months of Committee approval. After six months, re-submittal and re-approval is required. All construction shall be completed in a timely and continuous manner and within such time parameters as the Committee may reasonably establish.

2.04 Appeal

There is no automatic right of appeal of a decision by the Architectural Review Committee. An applicant may petition the Board for a review of the Committee's decision by submitting a written statement within ten (10) days after the date of an action by the Committee to the President or Vice President of the Board, explaining the issue and the proposed solution. A majority of the Directors must agree that a review is appropriate and will notify the applicant within thirty (30) days after the applicant's statement is received of the acceptance or denial of the petition, and any conditions. The Board may set procedural limitations for the review, including restricting the scope of the review to specific issues and limiting the time that the applicant may speak. See the Architectural Design Guidelines for additional information on the "Reconsideration Procedure."

2.05 Enforcement Process

Violations of the Architectural Review Policy or Architectural Design Guidelines may be reported by any owner in writing to the Architectural Review Committee. Violations will be processed in the manner approved by the Association and documented in the Declaration of Covenants and Restrictions as well as any enacted Rules and Regulations. Generally, the following process will be followed:

- (a) The alleged violation(s) will be inspected by a member of the Board of Directors, the Architectural Review Committee, its designee, or an agent of the Association.
- (b) If an alleged violation(s) exist, the violator will receive written notice to abate the violation with ten (10) days of receipt of the letter.
- (c) If the violation continues beyond the ten (10) day abatement period (15 days will be given to allow receipt of the letter), a notice will be sent to appear before Association Management regarding the proposed sanction. If this is a second violation of the same covenant, restriction, rule or regulation, step (b) above is not applicable and the step(c) letter is sent.
- (d) Pending the result of the Association Manager's hearing, a fine imposed by the Board of Directors shall not exceed \$25.00 per violation committed; provided, however, that in the event of a continuing violation, fines may be assessed for each day the violation exists, up to a maximum fine of \$100.00.

The Architectural Review Committee will address non-compliant conditions resulting from an inspection of work, if the work completed is not substantially in compliance with the approved plans and specifications, following a

reasonable opportunity to cure the alleged non-compliance. This action is applicable to work that was approved but not completed in accordance with the approved plans and specifications.

The Association also retains the right to commence litigation to address a violation, if the Board determines this to be necessary or appropriate course of action in a given set of circumstances. In the event that litigation is commenced to address a violation, the prevailing party generally is entitled to recover its reasonable attorney's fees and costs of court from the non-prevailing party (through trial and all appeals).

ARTICLE 3 DESIGN GUIDELINES

3.01 General

Homes shall be an attractive and high quality architectural design that is compatible in external appearance, design and quality with existing structures.

Design:

- (a) All home construction will be brick and veneer (70% Brick) to comply with existing homes.
- (b) All homes will be painted with earth color design, no reds purple or other obtrusive colors will be allowed.

3.02 Building Sites

Exterior Structure Sitting:

- (a) Front Yard Fence Sitting: Fences not allowed in front yard
- (b) Side Yard and Rear Yard Fence Sitting: Bartlett Code
- (c) Corner Lot Fence Sitting: Bartlett Code
- (d) All fencing must be approved by Bartlett Code Enforcement
- (e) No wood fencing will be stained, must remain its natural color
- (f) Brick fencing to match or compliment existing structure or home
- (g) Wrought Iron fence to compliment structure or will allow black color.

3.03 Driveways

Driveways shall be of concrete construction and match texture of other existing driveways only. The Committee must approve all other materials and special artistic effects including colors. Circular driveways or other driveway configurations will be considered on a case-by-case basis. All driveways shall permit a full size (20 foot) car to be parked in the driveway and not interfere with sidewalk access.

3.04 Impervious Surfaces

To the greatest extent possible, not more than seventy percent (70%) of any lot shall be covered with an impervious material (structures, deck, patios, walkways, driveways, and other permanent material).

3.05 Garages

Each single family home shall include a garage designed to enclose a minimum of two (2) vehicles and shall not have more than two (2) separate garage doors. Garage door should be retractable, which conceal contents of the garage. The structure shall relate to the dwelling in respect to character, material, and finish. Converting garages into living space (Exterior appearance, by replacing garage door with walk in doors and facade) are not permitted. Unattached garages will be considered on a case-by-case basis.

3.06 Fences

The Committee must approve all fences. There are three approved designs and materials available upon request.

- (a) Fences shall be constructed either of wood, brick or wrought iron. The maximum height of any fence shall be six (6) feet above ground level and must be setback from the front line of the dwelling as required by the Architectural Design Guideline, Bartlett codes and policy. Wood fences should not be stained, except with clear coat. Iron fences shall be painted black or blend with the dwelling. Brick fences will blend the dwelling. The Committee must approve all color selection. The types of fences to be permitted on specific lots shall be harmonious with other adjacent fences.
- (b) All fences shall be "good neighbor" type and when adjoined on adjacent lots, every attempt shall be made to match or blend designs.
- (c) Fences along a street side-yard of a corner lot shall be set back to (City of Bartlett code Enforcement standards) side walk to permit landscaping between the fence and the side walk.

3.07 Porches, Decks and Patios

All covers must be of a design complementary to the dwelling and approved by the Committee.

- (a) New home. All permanent patio or deck covers will have solid roofing must be constructed of the same materials and the same roof pitch as the dwelling.
- (b) Add-ons. Wherever structurally and functionally possible, all covers shall meet the same requirements as New Home starts. Where not structurally or functionally possible, add-on covers shall be professionally designed that conceal the slope and roof materials from ground level vantage point.
- (c) Awnings. Window awnings are prohibited.
- (d) Sunrooms, Solariums and Gazebos. All such structures must be approved by the Architectural Review Committee and must be of a design that is compatible with the dwelling. Only professionally designed or pre-engineered structures will be considered. Design criteria considered includes location, function, shape, size, material, color, placement and visibility from adjacent properties.
- (e) Security Doors and windows. Steel gated, wrought Iron security gates and windows are not allowed. Full view storm doors are allowed.

3.08 Exterior Walls

The front elevation of each dwelling shall have design features that are consistent with other homes. Approved wall materials are: brick veneer. Plywood as a finish siding is not permitted. Other siding materials will be judged on merit after a review of samples. Side and rear elevations shall be of the same compatible materials as front elevations.

3.09 Exterior Colors

The Committee must approve all exterior colors. Only colors in subdued or neutral tones will be considered for the body color. Bright or high intensity colors will not be permitted. Accent colors must be compatible with the field color. Repainting with the same color does require Committee approval.

3.10 Roofs

All roofing materials and configurations shall be compatible with existing homes. Changes from the original supplied roofing materials require Committee approval. No metal roofs.

3.11 Service Areas

The following types of service areas may be approved by the Committee and shall be reasonably screened from public view: Storage buildings, doghouses, tool sheds, garbage enclosures, Swing Sets or other playground equipment, arbors and hot tubs.

The Architectural Design Guidelines shall be consulted for additional details related to these items.

3.12 Poles and Antennae

- (a) Exterior Poles and towers for radio or television antennae are not permitted.
- (b) Satellite Dishes. All satellite dishes shall be mounted that is not readily visible from public view if such location will allow adequate signal reception. Ground installations shall be screened or disguised by trees, shrubs, or other approved means. Satellite Dishes larger one (1) meter are not permitted. All satellite dishes require review and approval for location and dish type covered by the Telecommunications Act of 1966, any restrictions regarding location that causes unreasonable expense or delay or preclude reception of an acceptable quality signal will be waived in accordance with the Telecommunications Act.

3.13 Heating and Air Conditioning Equipment

Outdoor air conditioning units shall be placed to (no window AC units) minimize noise to adjacent dwellings. And when possible should be screened from view. Use of solar heating systems for pools is acceptable provided the panels or collectors are integrated into the structure with regard to overall appearance and design. No solar units are permitted on a dwelling if it can be seen from any street.

3.14 Building Size

Design considerations for new homes shall include compatibility to the natural setting without dominating the surrounding homes.

The maximum stories and minimum size for a house excluding garage, shall be as follows: These requirements are recommendations and are at the discretion of the Architectural Review Committee, which will consider the history of the development, the type of homes built in the subdivision and general dwelling sizing in force at the time of subdivision build-out.

- (a) All homes shall be no higher than two (2) stories above finished grade level with a maximum thirty (30) foot high ridgeline.
- (b) Single family detached dwelling
- (c) Minimum size of dwelling 2400 sq ft (livable heated space).

3.15 Mailboxes

Mailboxes shall all conform to the current standard installed by the builders in those neighborhoods with mailboxes. All replacements shall be of the same design and color as existing. The committee will review an exemption for the installation of a brick mailbox. The Committee and the U.S. Postal Service must approve all mailboxes.

ARTICLE 4 LANDSCAPE POLICY

4.01 Landscape Design

All lots shall be landscaped in a manner that is harmonious and compatible with the overall landscaping policy.

4.02 Landscaping Maintenance

Each Owner shall maintain the landscaping and yard in an attractive appearance and free from insects and diseases. Each Owner shall provide for the timely replacement of lost plants or ground cover, and trimming and pruning of plants to prevent overgrown look. Lawns should be edged and trimmed (no overgrowth on side walks or driveways) along the sidewalk and drive way.

ARTICLE 5 MINIMUM LANDSCAPE REQUIREMENTS

Weeds and grass shall be kept mowed and not allowed to grow to a height of more than six (6) inches. All vacant lots and lots with partially constructed improvements shall be kept clean of construction materials, equipment, and other such as grass and shrub clippings, which would be unsightly or prevent or hinder mowing.

Grass clipping must sweep up or vacuumed from the curb to prevent them from entering the retention basin. Under no circumstances should grass clippings be blown or left in the street or curb area. If the lawn is maintained by someone other than the owner, it is his/her responsible for such cleanup.

5.01 Vacant Lots

Any vacant lots must also meet these requirements.

5.02 Yard Ornamentation

Excessive yard ornamentation will not be permitted. Items such as figurines, plastic flowers colored lights, windmills, birdbaths, and feeder must be approved by the Architectural Review Committee prior to installation. All holiday and seasonal decorations must be removed no later than thirty (30) days after the occasion.

REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION

The supporting documentation listed below must accompany this architectural review application, as applicable for the proposed change. An application submitted without all required submissions would be considered incomplete. In such case, the Modifications Committee's 30-day review period will not commence until all required submissions have been provided. In general, an applicant should provide all documents and exhibits required by Ravencrest Homeowners for the proposed modifications.

- A. **Paint or Stain Colors** - A sample and model number of the color(s) to be used must be provided, both for repainting or re-staining existing modifications and for structural additions, together with a list of existing paint colors on the house or appurtenant structures which will remain unchanged. If the color is unknown, state, "Existing colors."
- B. **Finish Materials** – A description and /or sample of all finish materials to be used for the exterior surface of proposed modifications must be provided.
- C. **Site Plan, Survey or Plot Plan** – A site plan, drawn to scale, showing the location and dimensions of the proposed modification, including orientation with respect to the property lines, home and adjacent dwelling units must be provided for decks, patios, walls, storage sheds, fences, major landscape changes which require approval, and structural additions to the home.
- D. **Architectural Drawings and Landscape Plans** – Detailed architectural drawings or plans must be provided for decks, storage sheds. And structural additions to the home and major landscape modifications which would change the topography of the lot or landscape plan originally provided by the builder.
- E. **Photographs** – The inclusion of photographs is appropriate for exterior lighting fixtures, decorative objects and similar cosmetic additions to the home or lot.
- F. **Other Exhibits** – Other exhibits may be required in order to permit adequate evaluation of the proposed change. Homeowners are advised to seek guidance from the Review Committee prior to the submission of an application.
- G. **Contractor Estimate or proposal** – Contractors and vendors that you may use for modifications generally provide an estimate or proposal for the work to be performed. In many instances, these documents contain a majority of the information required by the Architectural Review Application. It is recommended you attach these documents to the application. The Modification Committee is not interested in the cost of the project. The cost may be obscured on any documents included.
- H. **Building Permits** – Copies of building permits must be supplied to the Modification Committee before the commencement of the project.

- A.** Nothing contained herein shall be construed to represent those alterations to lots or buildings in accordance with these plans shall not violate any of the provisions of the Building and Zoning Codes of the City of Bartlett and the County of Shelby, Tennessee, to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restrictions.
- B.** Where required, appropriate building permits shall be obtained from the City of Bartlett and Selby County to start of any construction. Nothing contained herein shall be construed as a waiver of said requirement.
- C.** Owner understands and agrees that no work on this request will commence until approval has been obtained from the Modification Committee.
- D.** Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its former condition at Owner's own expense if such alterations are made and subsequently disapproved in whole or part. Further, owner understands that any legal expenses associated therewith may be the responsibility of Owner.
- E.** Owner agrees to give the Modifications Committee, its designees and/or managing agent, express permission to enter on the Owner's property at a reasonable time to inspect the proposed project, the project in progress and the completed project.
- F.** Owner understands that any approval is contingent upon the completion of alterations in a worker like manner and in accordance with the approval plan and specifications for said alterations.



RAVENCREST
Homeowners Association

Review Committee

ARCHITECTURAL REVIEW APPLICATION

1. **NAME: (Please Print or Type)**_____
2. **ADDRESS OF PROPOSED CHANGE:**_____
3. **HOME TELEPHONE:**_____
4. **WORK TELEPHONE:**_____
5. **EMAIL ADDRESS:**_____
6. **GENERAL DESCRIPTION OF PROPOSED CHANGE:** Provide a description of the proposed change, including the purpose or reason for the change, the type and color of materials to be used, location on the property, and any other pertinent information required to evaluate the propose change.

7. **ESTIMATED STARTING DATE OF CONSTRUCTION:**_____
8. **ESTIMATED COMPLETION DATE:**_____
9. Owner acknowledges that he/she is familiar with the Architectural Review requirements and procedures for the Ravencrest Homeowners Association.
10. Owner understands that the authority to perform an alteration granted by this application will automatically expire if the work is not commenced within 6 months following approval. Moreover, Owner(s) agree to honor any deadlines established by Committee for the completion of the proposed improvements referenced herein.

11. Owner agrees to store construction materials only on his/her own property, rather than on common areas, easements, to bear the cost of repairing any damage caused to such areas, and to remove all unused materials from public view within 7 days following the completion of work.

Owner's Signature & Date: _____

Owner's Signature & Date: _____

Owner's Signature & Date: _____

(Owners include ALL persons listed as owners of the property)

DATE RECEIVED BY ARCHITECTURAL REVIEW COMMITTEE: _____

Application Review Results

Action Taken (Check One): ☐ Approved ☐ Not Approved

 ☐ Additional Information Required

Minimum of three Modifications Committee members required unless otherwise allowed by published

Reviewed By: _____ Date: _____

Reviewed By: _____ Date: _____

Reviewed By: _____ Date: _____

Reviewed By: _____ Date: _____

Reviewed By: _____ Date: _____

Post Construction Review Required: _____ Certificate Of Compliance Required: _____ (check applicable)

Comments and Requirements as Noted for Approval

☐ Copy of Building Permit Required

☐ Copy of Pool Safety Act Affirmation Required

☐ Copy of Land Survey Required

☐ Color Chips or Color Sample

Require _____

APPLICATION SUBMITTAL

- Please Mail or Deliver TWO copies of the application and supporting documents to the Association Manager.
- DO NOT INCLUDE ORIGINALS, AS THEY WILL NOT BE RETURNED. ALL PAGES MUST BE LIGIBLE COPIES. FAXES ARE NOT ACCEPTABLE.
- ONLY PAGE ONE AND TWO OF THE APPLICATION MUST BE SUBMITTED FOR REVIEW AND APPROVAL.

Keith S. Collins Company, LLC
Theresa Boehling
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901-753-4170