

**Cottages at Eagle Pointe HOA  
Architectural Review Committee- Draft Description**

**September 30, 2022**

**To All HOA Members:**

We wanted to make you aware that the Board has formed an architectural review committee (ARC) in accordance with Article 8 of the Eagle Pointe HOA CC&R's. Wayne Sant will be serving initially as the chairman of this committee and has asked Peter Holtom and M'Lisa Tillack to serve with him. As a Board, we seek to apply the provisions of the CC&R's as they relate to the approval and installation of all exterior improvements that owners would want to make to their home and adjacent landscape areas.

The following section A summarizes the general provisions found in Article 8.

**A) The Functions of the ARC**

- 1) Maintain the same Community Wide Standard for the common areas and the exterior of all homes and surrounding landscaping as originally constructed/installed by the Declarant (which is Eagle Pointe Homes).
- 2) Meet periodically to review and approve (or not approve) any proposed "Improvements" to be made to the exterior of any home and its surrounding landscaping prior to commencement of any work.

The primary objective of this review is spelled out in Article 8.2 (B) of the CC&R's.

"It is the intent and purpose of this Declaration to assure quality of workmanship and materials and to assure harmony of exterior design with the existing improvements and landscaping."

- 3) Make approval recommendations to the Suncrest DRB for those Improvements over which the Suncrest Owners Association has jurisdiction.
- 4) Inspect all work performed in the community and determine whether it is in substantial compliance with the approval granted.
- 5) Provide a notice of non-compliance to Owners who have performed unauthorized work and enforce the provisions of the CC&R's as it pertains to that noncompliance.

- 6) Charge reasonable fees for reviewing applications and/or engaging consultants to advise the ARC concerning aspects of the application or compliance with the Community Wide Standards.

## **B) Improvements Requiring ARC Approval**

This section B will answer the question: What improvements to your home will require ARC review and approval before you can move forward with the work?

The following are some general categories of “exterior improvements” that homeowners will want to consider. This list is by no means comprehensive or all encompassing.

1. Any change to the color of the exterior stucco, trim, garage door, or front door
2. Any change to any exterior materials of the building including: roof gutters, stone or brick façades, shutters, front door style, garage door style, windows, roof shingles, or the addition of new roof penetrations.
3. Any additions/changes to the current footprint of the house including room additions, conversion of garage areas to living space, expansion of existing patio areas, or installation of new permanent patio areas in the backyard.
4. Replacement or installation of additional exterior house or landscape lighting, balcony and front porch railings, installation of solar energy equipment, security cameras, satellite dishes, short wave radio antennae and flagpoles.
5. Any reconfiguration or additions to the driveway or walkway hardscape, and application of sealant or colored coatings to the hardscape.
6. Installation of perimeter yard fencing, gates, dog enclosures and equipment storage containers.
7. Removal of existing mature trees and replacement with a different tree type or additions of new tree species not currently found in the neighborhood.
8. Addition of new plant species not currently found in the neighborhood.
9. Removal of lawn areas and replacement with xeriscape landscape materials, colored rock or gravel and artificial turf.
10. Alterations to or installation of additions to the sprinkler or drip systems.

### **C) ARC Approval Process**

The following are the steps an Owner must take to obtain ARC approval of any Exterior Improvement to his/her respective property:

1. Complete and submit the Cottages at Eagle Pointe HOA "Application for ARC Approval" the form of which can be found on the Cottages website. Include any plans, drawings or other details that describe the proposed Improvements with the application.
2. Within a reasonable time period (not to exceed 30 days) the ARC shall meet and consider the proposed Improvements. The homeowner does not need to be in attendance at that meeting unless requested by the ARC. If the ARC does not render a decision within 60 business days of receiving the application and all required materials, the application shall be deemed approved.
3. Possible actions of the ARC include i. Approval with a recommendation to the Suncrest DRB for their approval. ii. Approval subject to final inspection by the ARC iii. Disapproval with proposed revisions that can be implemented to obtain ARC approval. iv. Disapproval without prejudice (meaning the applicant can make his own changes and reapply at any time).
4. Paragraph 8.9 of the CC&R's explains applicants' right to appeal the ARC decision to the Cottages Board of Directors.
5. A similar application for approval by the Suncrest DRB must be submitted for those Improvements over which the Suncrest OA has jurisdiction. (See Suncrest OA Application for DRB Approval on the Cottages website). Work cannot commence until the Suncrest DRB has granted their approval of the proposed Improvements.
6. Upon completion of the Improvements, the ARC will inspect all work performed and determine whether it is in substantial compliance with the approval granted.

If you have questions regarding anything in this letter, or if you are contemplating an exterior improvement to your home or yard and would like some initial feedback, you are welcome to call or text Wayne Sant at (714) 270-1980.

