

VILLAGE AT HARVEST RIDGE  
HOMEOWNERS ASSOCIATION

**ARCHITECTURAL GUIDELINES**

First Approved February 11, 2008

Last modified April 14, 2016

## TABLE OF CONTENTS

Change Page .....	i
I. Introduction .....	4
A. Covenants .....	4
B. Architectural Review Committee .....	4
C. Purpose of This Document .....	4
D. Amending the Architectural Guidelines.....	4
E. Maintenance of Residences .....	5
II. ARC Application Process .....	5
A. How to Submit an Application .....	5
B. Application Processing .....	6
C. Application Disapproval.....	6
D. Inspection Procedure .....	6
E. Non-Compliance .....	6
III. Review Criteria .....	7
A. Modifications With Blanket Approval.....	7
B. Prohibited Modifications .....	9
C. Modifications That Require Written Approval .....	10
Addendum A: ARC Membership, Tenure, & Election .....	13
Addendum B: Tracking of Grandfathered Variances, and approved alteration or modification requests.....	14
Addendum C: ARC Inspection of Resold Property – Disclosure Package .....	155

Change Page

February 11, 2008 – Adopted.

April 24, 2008 – Addendum A approved.

July 19, 2012 – New fencing guidelines adopted during HOA Special Meeting.

July 19, 2012 – Amendment procedures added during HOA Special Meeting.

January 15, 2013 – Plant maintenance wording revised.

September 24, 2013 – Decorative landscaping materials amended to restrict timbers to rear beds only.

October 8, 2013 – Information on solar powered attic vent fans added. Solar Panels removed from Prohibited Modifications and added to Modifications Requiring ARC Approval. Addendum A – number of committee members and tenure changed.

April 15, 2014 – Addendums C and D approved. Sheds banned, external satellite antennae now require approval, clarified measurement for storm doors, added Mailboxes. Coordinated wording in description of Architectural Review Committee (Introduction) with Blanket Approval to require a request form. Delete Addendum B: Sheds and re-label Addendums C and D to B and C.

November 17<sup>th</sup>, 2015 – Changes to wording for #6 – House and Trim Color. Moved #7 Storm Doors to #8 and added #7 Roofing Materials. Approved.

April 14<sup>th</sup>, 2016 – Addition to Section III, A. Modifications with Blanket Approval specifically #10. Pet Doors and #11. Rain Collection Barrels. Also addition to Section III, B. Prohibited Modifications specifically #6. Stone.

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## **I. INTRODUCTION**

The Deeds of Dedication for properties within Village at Harvest Ridge contain covenants and restrictions that establish basic conditions to ensure residents are able to enjoy the quality of life that led them to purchase a residence.

### **A. COVENANTS**

Prior to settlement, Village at Harvest Ridge homeowners should have received a copy of the Deed of Dedication for the section within which their residence is located. The covenants defined in the Deed of Dedication run with the land, and are binding on all homeowners. It is incumbent upon all homeowners to read and understand the covenants.

### **B. ARCHITECTURAL REVIEW COMMITTEE**

As established by the Deeds of Dedication, the Architectural Review Committee (ARC) has the authority and responsibility to review and approve or disapprove all exterior alterations or modifications to houses within Village at Harvest Ridge.

As part of their responsibility, the ARC has provided a blanket approval for certain exterior modifications (see §III.B. below). While the ARC has granted blanket approval for certain exterior modifications, *residents are still required* to submit an application to the ARC prior to initiating action to make the modification. For example, a homeowner who wishes to construct a deck identical to one already approved by the ARC is still required to submit an application. In each case not covered by blanket approval, an application must be submitted and reviewed in order to consider specific implications of location and impact to surroundings.

### **C. PURPOSE OF THIS DOCUMENT**

The procedures contained in this document are intended to implement the covenants contained in the Deeds of Dedication for Village at Harvest Ridge. Specifically, this document is intended to:

- Help maintain a reasonably uniform and architecturally sound appearance for the Village at Harvest Ridge community.
- Increase residents' awareness and understanding of the covenants and restrictions contained in the Deeds of Dedication for Village at Harvest Ridge.
- Provide uniform guidelines for the Architectural Review Committee (ARC) when reviewing applications.
- Assist homeowners in preparing application for submission to the ARC.

In the event of a conflict, the covenants and restrictions contained in the Deeds of Dedication recorded in the land records of Frederick County, Virginia take precedence.

### **D. AMENDING THE ARCHITECTURAL GUIDELINES**

These guidelines may be amended. It is anticipated that the changes will be primarily additive and will not involve substantive changes to existing guidelines. However, amendments may be made to reflect changed conditions or technology. *(This section was amended and approved at Special HOA Meeting, July 19, 2012)*

The ARC will periodically evaluate the guidelines to determine if amendments are required. Homeowners may also submit requests for additions or changes to the Architectural Review

Committee.

Change/Amendments may be accomplished in one of three ways.

1. 100% Agreement of all ARC and HOA Board Members, or
2. Majority vote at a publicized meeting of the Homeowners Association by attending homeowners with provisions for proxies, or
3. The Declarant (Greystone Development, LLC or OakCrest Construction, Inc.) may change covenants on individual lots as provided in the Deed of Dedication.

## **E. MAINTENANCE OF RESIDENCES**

It is incumbent upon residents to properly maintain their property, to include the yard, landscaping, and home.

During annual community inspections, the ARC will evaluate the condition of homes and exterior structures. The ARC will provide written notifications to any homeowners whose property is deemed to need paint or other corrective action. Affected homeowners will have thirty (30) days to provide a schedule for complying with the notification. If the required work is not completed in accordance with the approved schedule, the Board of Directors, acting on behalf of the Association, shall have the right, through its agents, to take such action as is provided in the Bylaws and/or enter upon such Lot and take such steps as may be necessary to remove or otherwise terminate or correct such violation; the costs thereof and all other fees and/or expenses incurred thereby may be assessed against the Lot upon which such a violation occurred.

## **II. ARC APPLICATION PROCESS**

**Note: If in doubt as to whether your exterior change needs approval, submit an application.**

Written applications for all exterior changes must be submitted to the ARC in writing using the approved form. Each requested modification or alteration must be specifically approved, even when a similar or substantially identical modification or alteration has been previously approved.

### **A. HOW TO SUBMIT AN APPLICATION**

Residents can get a copy of the application form from the Village at Harvest Ridge web site (<http://village.hoa.coventrygrp.com/documents/>). Residents can also contact the ARC chairperson to receive a copy of the form via email, or in hardcopy via mail. All necessary information should be stated in a clear, concise form to ensure that the ARC will interpret the application as intended by the homeowner. (Refer to the web site <http://village.hoa.coventrygrp.com> for listing of current ARC members)

Applications must contain a description of Proposed Project. **Include a graphic description such as a site plan, elevations or sketch to avoid delay in the approval process.** Be sure to identify proposed materials and colors in the application. A site plan is most easily prepared by submitting a copy of the property plat with the proposed manufacturer's literature or photographs of similar projects. Written material should support and fully document any plans or sketches. All applications must include estimated completion dates.

Incomplete applications will be returned.

## **B. APPLICATION PROCESSING**

1. The ARC meets once a month. A decision will be made on all applications within 10 working days following the next ARC meeting.
2. Work on alterations approved by the ARC shall begin within six (6) months following the date on which they were approved. Work shall be substantially completed within twelve (12) months following the date of commencement. Exceptions must be submitted to, and approved by, the ARC.
3. Upon completion of a project, the ARC or HOA Management Agent will conduct a final inspection. The homeowner will be given fifteen (15) days to correct any deficiencies noted or submit a written appeal of the inspector's decision.
4. If the homeowner does not correct deficiencies or submit an appeal of the inspector's decision as provided in step 3 above within fifteen (15) days, the Board of Directors will take appropriate action to correct the deficiency.
5. If the homeowner disagrees with the decision of the ARC, the homeowner may, within seven (7) days after the rendering of such decision, make an appeal thereof to the Board of Directors. Failure to submit an appeal in the allotted time will result in forfeiture of the homeowner's right to appeal.

## **C. APPLICATION DISAPPROVAL**

If the application is disapproved, the homeowner will be notified in writing and informed of the problems in the application. The applicant is free to request that the ARC reconsider its position and is encouraged to present new or additional information that might clarify the request or demonstrate its acceptability. If upon resubmitting the application, it is still disapproved, the homeowner may, within seven (7) days after the rendering of such decision, make an appeal thereof to the Board of Directors. Not less than fifteen (15) or more than sixty (60) days after the noting of such appeal, the Board of Directors shall conduct a hearing thereon. Within fifteen (15) days of such hearing, the Board of Directors may affirm, reverse, modify or remand the decision appealed. Failure to submit an appeal within the allotted time will result in forfeiture of the homeowner's right to appeal.

## **D. INSPECTION PROCEDURE**

The ARC, Management Agent, or a duly designated representative may conduct periodic inspections of the project while it is under construction to ensure compliance with the approved application. The ARC will deal with any deviations from the application. On completion of the project, the homeowner is required to contact the ARC within fourteen (14) days to conduct the Final Approval Inspection. Final Approval requires compliance with the stated specifications of the approved application.

## **E. NON-COMPLIANCE**

The HOA Board of Directors may initiate legal action as permitted by the Covenants and Restrictions and applicable law if a homeowner proceeds with exterior changes disapproved by the ARC and/or the Board of Directors.

If a homeowner fails to make an application and obtain written approval prior to making an exterior modification, the HOA Board of Directors may initiate any appropriate legal action including, but not limited to, seeking fines, and/or injunctive relief as permitted by the Covenants and applicable law.

### III. REVIEW CRITERIA

The ARC evaluates all applications on their individual merits. Besides evaluation of the particular design proposal, the evaluation includes consideration of the characteristics of the housing type and the individual site, since what may be an acceptable design of an exterior in one instance may not be in another. The BOD of the Association bases judgments on the harmony of external design and location in relation to surrounding structures and topography and conformity with the design concept for the Property.

1. Design Compatibility. The proposed change must be compatible with the architectural characteristics of the applicant's house, adjoining houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.
2. Location and Impact on Neighbors. The proposed alteration should relate favorably to the landscape, the existing structure, and the neighborhood. The primary concerns are access, drainage, view, sunlight, and ventilation. When a proposed alteration has a possible impact on adjacent properties, it is suggested that the applicant discuss the proposal with neighbors prior to making the application.
3. Scale. The size of the proposed alteration should relate well to adjacent structures and its surroundings.
4. Materials. Continuity is established by use of the same or comparable materials as were used in the original house, except where so noted in the guidelines.
5. Workmanship. The quality of work should be equal to, or better than, that of the surrounding area. Poor workmanship can be visually objectionable to others, and can cause safety problems. The Association, ARC, and BOD assumes no responsibility for the safety of new construction by virtue of approval of design, workmanship or otherwise.
6. Building Permits. Obtaining appropriate permits does not eliminate the requirement that you obtain approval, nor does the ARC approval eliminate the need for a building permit. The ARC, (at its discretion) may ask that a copy of the building permit(s) be submitted.
7. Utility Lines. You should be aware that various types of utility lines are buried in the ground in your property and that you are prohibited from building permanent structures over those easements. You must contact "Miss Utility" or any local utility companies to determine the location of these easements and the steps that you must take to prevent cutting into utility lines.
8. Conformance with Covenants. All applications are reviewed to confirm that the project is in conformance to the Declaration of Covenants.
9. Drainage Easements. Ownership of property within Village at Harvest Ridge is subject to certain drainage easements, which cannot and must not be obstructed in any way. Failure to observe the restrictions imposed by the drainage easements could result in serious water damage problems for you and others near you and legal action against you by your neighbors or the Association.
10. The homeowner will be responsible for lawn maintenance on areas where plantings, fencing or objects impede the flow of lawn maintenance performed under the HOA's landscaping contract.
11. Homeowners will maintain plantings and landscaping that the homeowner plants or creates. The Association will maintain (*mulch and prune*) original plantings and landscaping that the builder provided and any comparable replacement plantings. (*Amended January 15, 2013*)

#### A. MODIFICATIONS WITH BLANKET APPROVAL

To facilitate matters for the homeowners, structures, alterations or additions as delineated below

need not be formally approved; however, *residents are still required* to submit an application to the ARC prior to initiating action to make the modification. The purpose of this application is to ensure all modifications are added to the database maintained by the property manager. Any item not listed below must be submitted for approval to the ARC and/or BOD. Within the guidelines of blanket approval, conformance to the guidelines is still required. If in doubt, inquiry to the ARC, BOD is recommended.

1. Attic Ventilators:

- Should be located on the rear of the roof and not extend above the ridgeline.
- Should be aluminum or galvanized steel, painted to blend with the roof or the house trim.
- Lattice ventilators or other mechanical apparatus requiring penetration of the roof should be as small in size as is functionally possible.
- Wind powered vents are not permitted.

2. Exterior Lighting: No exterior light shall be directed outside the applicant's property. Light fixtures, which are proposed in place of the original fixtures, should be the same as the original fixture. If the original has been discontinued, the replacement fixture must be compatible in style and scale with the applicant's house. ARC approval of different replacement equipment must be obtained prior to installation.

3. Mailboxes: The homeowner is responsible for the replacement of damaged, defective or deteriorated mailboxes, newspaper holders and posts . Replacements must be from the same manufacturer and of the same style, color and material as originally installed, when available. Should original equipment replacements not be available, the replacing equipment must match the style, color and material of the originals as nearly as is practicable. ARC approval of a different replacement equipment must be obtained prior to installation.

Installation of newspaper holders is permitted on existing mailbox posts, only. Newspaper holders must be from the same manufacturer and of the same style, color and material as the mailbox and post, where available. Should newspaper holders from the manufacturer of the original mailbox and post not be available, the installed newspaper holder must match as nearly as is practicable the style, color and materials of the mailbox and post.

4. Gutters & Downspouts:

- The drainage patterns on adjacent property shall not be adversely affected, and no direct drain onto common areas or neighboring sidewalks is allowed. (*Approved October 8, 2013*)
- Gutters and downspouts shall be white only.
- A factory applied finish is required.
- Black plastic underground drainage pipe is permitted.

5. House Numbers: the Fire Department encourages the use of large (at least three (3) inch) house numbers. Numbers should be located in an area that is highly visible and in close proximity to the front entrance.

6. House Trim & Color: Replacement of siding on a residence for any reason should be with equal or better quality than that being replaced. Whenever possible the replacement siding will be of the same composition, style and color as that being replaced. At a minimum, replacement siding should meet the manufacturing and performance standards as found for Norandex Woodsman Select®, vinyl, 0.042 in. panel thickness, Double 5" Dutchlap. Any difference in material composition, style or performance specifications from the above minimum standards will require approval by the ARC prior to installation.

7. Roofing Materials: The replacement of roofing materials on a residence, for any reason, should be with materials of the same composition as those being replaced, whenever possible. Replacement shingles should be of equal or better quality than those being replaced. Minimum

standards for replacement roofing include the following: fiberglass/asphalt materials having at least a 30 year limited warranty that are algae resistant. Examples of acceptable replacement shingles include, but are not limited to, CertainTeed Landmark® Series 30 year Architectural Shingles and Tamko AR Heritage® series 30 yr. Architectural Shingles. Any changes to material composition, style or performance specifications will require approval by the ARC prior to installation.

8. Storm doors compatible with the architectural style are acceptable provided they match the existing house trim color, front door color, or are white. The following restrictions apply:
  - Raw or galvanized metal or clear anodized aluminum storm doors are not allowed.
  - Storm doors must be at least one and one-quarter ( $1\frac{1}{4}$ ) inches thick rustproof screening and frame.
  - No decorative grillwork and/or bars may be attached over the glass portion of the door.
  - Storm doors must be attached flush to the original door jamb.
  - Storm doors installed on the front door must be three-quarters ( $\frac{3}{4}$ ) to full-length glass doors (no cross buck doors). The glass must be clear safety panels and have no frosting. The storm door may have interchangeable glass.
  - Storm doors installed on the rear door, or side garage door, must be one-half ( $\frac{1}{2}$ ) to full-length glass doors depending on the style of the rear door of the house. The glass must be clear safety panels and have no frosting.
9. Seasonal Decorations may be displayed on the property, but should be removed shortly after the applicable holiday.
10. Pet Doors, if necessary for dogs and cats, must be located in the rear entrance door of the home, and the door must access to a fenced-in-yard area, electric or physical. Installation of pet doors in the front entrance door, garage door or any other exterior portion of the home is not permitted. (The Brighton model, due to its' locations and no actual back door, will be considered on a case-by-case basis via an ARC request).
11. Rain Collection Barrels, can only be located in the rear, next to the house, and must be placed within a mulch area. It is recommended that decorative shrubbery be planted around the barrel to improve the appearance for neighbors viewing. The barrels must not exceed 65 gallons in capacity.

## **B. PROHIBITED MODIFICATIONS**

1. Doghouses, pens or dog runs.
2. Window-mounted air conditioners.
3. Permanent clothes lines or similar apparatus for the outdoor drying of clothes.
4. Sheds
5. Stand-alone newspaper posts and newspaper holders
6. Stone, as a replacement for mulch in landscaping beds is not allowed, with the following exception. Small areas of stone, within the mulch area(s), not to exceed 4 square feet, located at the base of a downspout where mulch might otherwise wash away, is allowed, provided the homeowner takes the appropriate steps to keep any stones off of the lawn, so as not to become a mowing hazard. The stones must be tan or light brown in color, so as to closely match the mulch.

## C. MODIFICATIONS THAT REQUIRE WRITTEN APPROVAL

Written applications for the items below must be submitted to the ARC for review and approval.

1. Solar powered attic vents – the solar panel must be part of the vent hood or unit and must remain flat. The solar panel may not be set at an angle. *(Amended September 24, 2013)*
2. Solar panels – Solar panels must be flush mounted, and must be positioned on the rear roof or back of house. Panels must not cause reflection problems for neighbors or street traffic. Requests for approval must include all measurements, style, placement, manufacturer, and installer information. *(Amended October 8, 2013)*
3. Add or move an exterior conditioning unit or heat pump unit.
4. Awnings – the awning must be clearly compatible with the architectural design and qualities of the home. The proposed installation location(s) must screen the awnings from the view of adjoining neighbors.
5. Decks – defined as permanent structures attached to the rear of a house with weather exposed flooring and railings; applications for approval must address the following issues:
  - Decks must be constructed of either redwood or pressure treated outdoor/deck lumber, composite, vinyl or PVC. This includes the substructure, flooring, railing, stairs, and permanent accessories. Be sure to include any finishes intended for use on the deck.
  - Construction must meet Frederick County building codes and be able to pass an inspection by Frederick County building inspectors. Ensure that concrete footers are large enough and deep enough to pass code requirements and to support the structure throughout its lifetime, without sinking or settling.
  - It is the homeowner's responsibility to ensure required building permits are obtained from Frederick County.
  - If more than twelve (12) inches above grade at any point on the deck, a safety rail is mandatory. Porch swings suspended below the decks, partial trellises, and similar accessories should be included in the application for architectural change.
  - The deck must be located at the rear of the house. Placement of a deck should not require the removal of any trees of more than six (6) inches in base trunk diameter. No deck should wrap around the side laterally or protrude beyond the rear edge of the home. All property boundaries and easements must be considered in placement.
6. Patios – defined as a low flat surface; applications for approval must address the following:
  - Patios may be no higher than six (6) inches above the ground and extend no further than twelve (12) feet from the back of the house.
  - Patios may be constructed using reinforced concrete, bricks, blocks, or flagstone. If bricks are used, a sturdy barrier must surround the perimeter of the patio unless the brick is at ground level.
  - One edge of the patio must abut the rear of the house.
  - The patio may not be wider than the house.
  - It is the homeowner's responsibility to ensure required building permits are obtained from Frederick County.
7. Porches – defined as permanent structures attached to the rear of a house, with railing and a roof (screening is optional); applications for approval must address the following:
  - Materials – porch substructures should be constructed of pressure treated lumber. Because much of the porch is protected from direct exposure to the weather, standard building materials may be used in the roof, side structure, and flooring. Gutters are required around the perimeter of the roof to avoid water damage to the structure.
  - Building Codes – all construction must meet applicable building codes. It is the homeowner's responsibility to ensure that the structure will pass an inspection by Frederick

County building inspectors. Care should be exercised to ensure that concrete footers are large enough and deep enough to support the structure throughout its lifetime without sinking or settling.

- It is the homeowner's responsibility to ensure required building permits are obtained from Frederick County.
- Design – all porches must have a side railing and a roof. The roof must be an exact match to the existing house's roof in terms of color, style and physical connection. Porch designs are not suitable in cases where the floor would be above grade by more than three (3) feet.
- Finish – the porch must be painted to exactly match the color scheme of the house. As with the house itself, porches must be maintained and periodically repainted.

#### 8. Exterior Antennas:

This item requires prior approval because the Covenants require ARC approval.

Satellite antennas that meet the requirements of the FCC's 1996 Over the Air Receiving Devices (OTARD) require an application, and *must meet the following criteria:*

- ✓ The installation of the device should not adversely affect the view, lifestyle, safety, or right of enjoyment of neighboring homeowners.
- ✓ The system should not emit electromagnetic radiation that is harmful, or that interferes with the operation of any appliance or biomedical device in close proximity to the antenna.
- ✓ The antenna, once erected, is not visible from the street or right-of-way in front of the property.
- ✓ Cables related to the satellite antenna are hidden from view.
- ✓ Satellite antennas no longer in use for their intended purpose should be removed.

#### 9. Fencing

*This section was amended and approved by the HOA during a Special HOA meeting on July 19, 2012.*

- Fencing may only be constructed in the rear of a house and may not be erected forward of the rear foundation wall. Such fencing shall extend from rear corners of the house forming a straight line with the sides of the house. Fencing must be picket-style with the exception of privacy fences which may be board-on-board.
- All fences must be located a minimum of two (2) feet inside property. Under no circumstances shall fences, mulch beds or landscaping materials be constructed that impede the maintenance of the areas between properties/fences.
- All fencing must be white vinyl or PVC.
- Fences must be installed beauty or smooth side out; no double/backing of fences is allowed.
- Plans must address proximity to existing easements and rights-of-way, to include those impacting buried utilities. A call to Miss Utility to mark potentially affected underground utilities is required.
- Enclosure fencing must be picket-style and four (4) feet in height. Maintenance of any area enclosed by a fence, to include mowing the grass, is the responsibility of the lot owner.
- Privacy fencing board-on-board style up to twelve (12) feet in length, extending back from the rear corners of the house, with one (1) foot of lattice at the top not to exceed six (6) feet in total height is allowed. Privacy fencing may not enclose the entire yard. However, privacy fencing may be used in conjunction with other fencing.
- Decorative fencing is allowed up to four (4) feet in height. Fence tops may be concave, convex or tapered, not flat. Decorative fencing may consist of corner accents which may not extend more than ten (10) feet in length with one additional section no more than ten (10) feet in length perpendicular to the first section, OR a fence may extend across the back of the yard subject to constraints as listed in paragraph (a.) with up to a six (6) foot long

perpendicular section allowed at each end. Decorative fencing may not be used when a back yard is enclosed.

10. Decorative landscaping materials around landscaping beds are allowed in the yard to the height of fifteen (15) inches so long as they are constructed from one of the following materials; unpainted brick, landscaping timbers (rear beds only), landscaping stone or fieldstone. If used, these materials must not impede the maintenance of the property. Any new landscaping beds or structures must be approved by the Architectural Review Committee. *(Amended September 24, 2013)*

- All yard art such as bird feeders, bird baths, statues, flag poles, accent lighting, etc. must be placed in existing landscaping beds or in enclosed areas in order not to impede the yard maintenance.

11. Skylights: Skylights must be located such that they are not visible from the front of the dwelling unit.

12. Any change, alteration, or modification of the original driveway. Residents are encouraged to provide proper routine maintenance for their driveways.

13. Removal of diseased/damaged trees or trees that pose a safety concern does not require prior ARC approval.

14. The ARC must approve any plans to plant new or replacement trees.

## **ADDENDUM A: ARC MEMBERSHIP, TENURE, & ELECTION**

*(This section was approved April 24, 2008. Placement of this section as an Addendum was incorporated into general format changes to this document by the ARC and BoD during March 2013 normal BoD Meeting.)*

The business and affairs of the Architectural Review Committee shall be managed and controlled by a minimum of five (5) and a maximum of nine (9) residents of the Village at Harvest Ridge who shall be elected at the annual membership meeting. *(Amended October 8, 2013)*

A simple majority is required for votes.

To provide continuity for both the committee and the community, members may serve a maximum of four (4) consecutive terms and must take one year off after their 4<sup>th</sup> consecutive term. *(Amended October 8, 2013)*

Residents who wish to serve as a member of the ARC should forward their name to any presently seated committee member at least 30 days prior to the Annual Membership Meeting. Ballots will be distributed at the annual meeting.

A member may resign at any time. Vacancies occurring on the committee may be temporarily filled by the committee.

**ADDENDUM B: TRACKING OF GRANDFATHERED VARIANCES, AND APPROVED ALTERATION OR MODIFICATION REQUESTS**

**THE ARC MAINTAINS A HISTORY OF REQUESTS, BY PROPERTY, WHICH INCLUDES FINAL STATUS. THIS HISTORY WILL INCLUDE THOSE VARIANCES TO THE GUIDELINES WHICH WERE APPROVED BY PRIOR PROPERTY MANAGEMENT AND/OR OAKCREST BUILDERS, AND THE PROPERTY OWNER DID NOT ALTER OR REVERSE OR REMOVE THE CHANGES. E.G., SEVERAL FENCES IN THE COMMUNITY WHICH DO NOT MEET THE CURRENT GUIDELINES.**

**THE PROPERTY MANAGEMENT OFFICE, COVENTRY GROUP COMMUNITY MANAGEMENT, INC., MAINTAINS THE FINAL COPY OF ALL REQUESTS AND APPROVALS ALONG WITH A DATABASE OF ALL REQUESTS AND APPROVALS.**

## **ADDENDUM C: INSPECTION OF RESOLD PROPERTY – DISCLOSURE PACKAGE**

ONCE A PROPERTY HAS GONE UNDER CONTRACT FOR RESALE, THE COVENTRY GROUP COMMUNITY MANAGEMENT (HOA PROPERTY MANAGEMENT COMPANY) WILL COORDINATE AN INSPECTION OF THE EXTERIOR OF THE PROPERTY AS REQUIRED DOCUMENTATION WITHIN THE SELLING DISCLOSURE PACKET. THE INSPECTION IS TO IDENTIFY ANY VARIANCES TO THE ARCHITECTURAL GUIDELINES, AND WILL INCLUDE LANDSCAPING, THE LOT, AND EXTERIOR OF THE HOUSE STRUCTURE. THE INSPECTION ALSO INCLUDES NOTING ANY ITEMS TO BE REPAIRED SUCH AS MISSING SIDING, ETC. NOTIFICATION OF ISSUES OR COMPLIANCE WILL BE PROVIDED BY THE PROPERTY MANAGEMENT COMPANY SO A LETTER OF COMPLIANCE, OR NON-COMPLIANCE, CAN BE WRITTEN TO THE PENDING BUYER(S) OF THE PROPERTY. ANY NON-COMPLIANCE ISSUES WILL HAVE TO BE RESOLVED BETWEEN THE SELLER AND BUYER PRIOR TO SETTLEMENT.

**NOTE: PERHAPS THIS SHOULD BE IN THE BY-LAWS, TOO.**