

CGHOA ARC

Process & Guidelines

1. Overview

1. The Architectural Review Committee (ARC) consists of a group of homeowners who have been appointed by the CGHOA Board to make sure that any architectural changes made to a home conform to the [CC&Rs](#) and protect the overall harmony—both aesthetic, functional, social, and otherwise—of the community. The ARC reviews and approves proposals for new structures or modifications to homeowners’ property
2. The ARC operates with guidance from the Board; non-unanimous decisions, items that are inconsistent with historical guidelines, and/or items that set a new neighborhood precedent will be forwarded to the Board for review.
3. ARC submissions become “association records” and like our minutes and financial records, may be freely inspected by homeowners, and/or possibly discussed in HOA meetings. Submitters should be aware of this— that costing information or other potentially sensitive information will be ‘public’ to the neighborhood.
4. The ARC is primarily concerned with aesthetics of materials and designs. We do not comment on the structural viability of submitted plans, the adherence to building codes or other regulations. For example, one should not construe from the ARC’s approval of a fire pit design that the design meets Chapel Hill’s guidelines for fire pit safety.

2. Principles

1. One of the most important provisions underlying the Chandler's Green community is the requirement for architectural review. It can also become one of the most sensitive issues: there is a fine line between the maintenance of aesthetic harmony and the imposition of personal taste. The ARC recognizes the potential for conflict and will at all times look at a project with an objective eye on the bigger picture. The ARC endeavors to be fair, reasonable and consistent, using its best efforts to balance the equities between matters of taste and design, and the use of private property. Fundamentally, it is the job of the ARC to apply contemporary community standards to help maintain the visual harmony and property value of Chandler's Green.
2. The architectural review process is intended to be clear and accessible to homeowners. The overarching philosophy of the architectural review process is to maintain the neighborhood character that makes Chandler's Green a desirable community.
3. An important feature of the architectural review process is soliciting input from up to four—left, right, front, and back—neighboring owners who may have a clear view of the property. We encourage that submissions include the opinions of neighbors, and/or we may contact your neighbors to see if they have any concerns. In the case of lot-line fences or other highly visible additions, we consider the inclusion of your adjacent neighbor's opinions a required part of the submission.

3. Approval Process

1. Homeowners may submit project plans at will and free of cost with no limitation on the number of submission. If you have any questions about whether or not a project requires approval or would like to submit project plans, please contact the ARC Chair (arc@chandlersgreen.com).
2. Submissions do not need to be overly formal. Please see the

suggested CGHOA ARC Submission Form for the requirements. You may optionally include this information in an email.

3. We often need additional information to help us assess whether a submission is approvable, and we will make every effort ask for all of the additional information within 72 hours, and respond, "Submission Complete" (Please see Appendix A).
4. Modification and resubmission of modified requests treated as a new request cycle.
5. If a plan is not approved, the ARC will strive to provide specific feedback as to the specific reasons. We don't wish to put the homeowner in the position of blindly having to resubmit plans until approval occurs.
6. Project costing, the project's timeline, or the companies you are working with are not required in the submission.
7. Approved submissions do not expire. For example, an approved pergola design may be built at any point in the future after approval for that specific property.
8. Approvals are transferable from owner-to-owner for any specific lot, but not between lots. A plan shared with or copied by an interested neighbor would need to be submitted by the interested neighbor under their name. Approval of one location does not guarantee approval at another location. This same location rule also applies to individual lots. For example, an approved plan for a patio at the rear right of the property would have to re-submitted if it was instead decided to be located at the property's rear left.
9. The content of our architectural review guidelines certainly may evolve over the years. The scope and authority of the architectural review body may also change. Despite these changes, our principle has always been, and continues to be, that no subsequent change of guideline or architectural review authority will invalidate any project approved by a predecessor authority.
10. It is the responsibility of the homeowner to obtain the necessary information and/or approval from the county for any project that must comply with Orange County regulations. In other words, approval from the Chandler's

Green ARC does not in any way confirm the project's legality. The board and the ARC will not indemnify the homeowner for any liability associated with a project.

11. We encourage constructive collaboration and discussion over mediation. Please understand that the ARC is on your side and supports property improvement. Our goal is to quickly approve so you can get your project underway.
12. According to the CCRs, the ARC or the board must convey a decision to you within 30 days of your submission. If resubmission is required, the 30-day window re-starts, upon receipt of the complete resubmission.
13. If you do not agree with an ARC decision, you may resubmit the same, or submit a modified proposal to the HOA Board.
14. If you do not agree with the HOA board's decision, you may request mediation.
15. See Appendix A-Submission Sequence for additional details on timing of ARC and Board decisions
16. The board values consistency, fairness and neighborhood valuation as factors in our decisions, and will strive to resolve issues with the homeowners to the mutual satisfaction of all parties.
17. Submissions will not be accepted from potential buyers prior to the sale closing. Either the existing homeowner may submit of the behalf of the potential buyer, or a plan can be submitted after the sale closes.

4. General Guidelines

1. All new structures need approval with exceptions noted below.
2. All home additions and structures that are either attached or unattached to the main residence require approval, and should match or compliment the style, color and materials of the home.
3. Approvals for structures in place for a period of less than one **week** are not required. Examples:
 - i. A tent erected for a graduation party
 - ii. An inflatable slide brought in for a child's birthday party

4. Approvals for consumable/disposable materials are not required. Examples:
 - i. Stacks of shingles or boards staged for a roofing job
 - ii. A refuse container brought in for a renovation
 - iii. A stack of firewood

5. Specific Guidelines

1. Colors

- i. The ARC does not typically govern paint colors. We encourage neighbors to discuss color choices with their adjacent neighbors. If the color palette choice is not already present in the neighborhood please contact the ARC.

2. Other Structures

- i. Other structures requiring approval include:
 1. Paved areas and hardscape such as associated with a built-in fire pit
 2. Basketball or tetherball poles, backboards, or other fixed sports goals
 3. Tennis courts
 4. Free standing antennas
 5. Free standing lights visible from the road or neighbors' houses
 6. Pet runs or fenced areas
 7. Stone or brick garden retaining walls
 8. Children's play structures
 9. Tree houses or zip line platforms
 10. Drainage culverts
 11. Permanent yard art or sculptures in the front of your home visible from the road or other houses
 12. Swimming pools
 13. Patios or decks
 14. Carports
 15. Hot tubs or spas
 16. Fish ponds
 17. Pergolas, arbors, and trellises

18. Flagpoles
19. Outdoor patio awnings visible from the road
20. Roof mounted items visible from the road, including solar panels, and antennas
21. Fencing (see below)

3. Other Required Approvals

- i. Approval is required for significant changes in lot elevations or drainage that could impact others.

4. Exemptions

- i. These items do not require approval:
 1. Buried electronic dog fences
 2. Temporary inflatable pools
 3. Irrigation system components (under two feet in height)
 4. Landscape lighting (under two feet in height)
 5. Security cameras
 6. Movable planters
 7. Port-a-johns
 8. Project scaffolding
 9. Lawn furniture (benches, chairs, hammocks, etc.)
 10. Lawns & ground cover, trees, plants or shrubs
 11. Mulched areas or raised bed gardens
 12. Flush-mounted stepping stones less than **nine** square feet in area
 13. Home maintenance activities (i.e. replacing shutters, windows, or shingles)
 14. Skateboard or bike ramps not visible from the road
 15. Holiday decorations; These are expected to be removed within **30** days after the holiday
 16. PODS-type storage units; These are expected to be removed within **60** days of use

5. Plants

- i. The addition or removal of trees or other plants do not require approval, but one exception is the addition of

plants that may block a street view, resulting in a safety concern.

- ii. It is a good neighbor practice to consider and discuss the impact of landscaping with all four adjacent neighbors. How will your decision impact their privacy and shading? Large plants can cast considerable shadows on adjacent properties.

6. Fencing

- i. **All fences require approval.**
- ii. No permanent fences should be constructed with wire mesh, chicken wire, or plastic mesh “deer fencing”.
- iii. Temporary fences require approval. Temporary fences are those that are to be removed at the end of their defined short-term need.
- iv. Blockade-style privacy fencing may be used (with ARC approval) along a property line that does not adjoin another Chandler’s Green lot– also know as, “neighborhood boundary fences”, but with some restrictions. Neighborhood boundary fences are sight-obscuring fences that are used to block an area from view by neighboring properties or public right-of-ways. This includes fences along Ginger Road, Sunrise Rd, I-40, and Weaver’s Grove. So that the neighborhood looks cohesive, we specify that these neighborhood boundary fences generally match this style behind 7609 Justin Place and the first fence along the development:



Exterior



Interior

- v. Further, we expect neighborhood boundary fences (both sides), to remain unpainted, unstained, and in their natural white cedar or treated wood colors. Restoring their color with transparent protection or preservative stains is permitted to combat age and weathering. Opaque stains or paints are strictly not permitted.
- vi. In general we will not approve blockade-style privacy fencing fences that aren't demarking the neighborhood boundary, such as between two homeowners' lots.
- vii. The ARC will evaluate proposals for back-yard thin-

picket metal fences up to your lot line with appropriate landscaping.

- viii. 70% landscape coverage of lot line and pool fences is considered our standard. Exemption to this is subject to mutual agreement by your adjacent neighbor. There are situations where neighbors, by mutual agreement, may prefer to omit landscaping to further reduce visibility of the fence itself.
- ix. Some attached, small privacy fences are allowed to shield a spa or hot tub, as a windscreen to a barbecue, or to obscure a utility area (Trash, HVAC, pool pumps, etc.), but these too require approval.
- x. Homeowners should seek agreement with neighboring lot owners before requesting approval for either permanent or temporary fencing.
- xi. Pool fences will be approved with consideration of design and location of the fence.
- xii. Pool fences are preferred to be as transparent as possible, such as thin-picket metal fences.

Preferred example:



Not a preferred example:



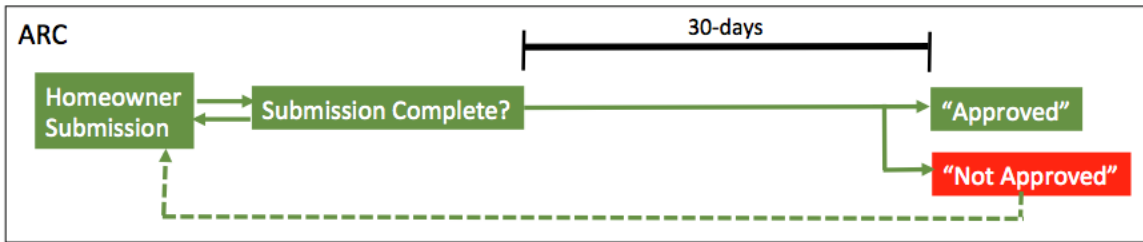
6. Infractions

1. Once a homeowner has committed a violation by not obtaining written approval from the ARC prior to the commencement of work and has been notified in writing of such, the homeowner may be assessed fines and may be required to remove the item in its entirety from the property and restore remodeling changes to the original condition.
2. At the Board's discretion, legal action may be taken against the violating homeowner at any point once a violation has been confirmed. Additional fines may continue to be assessed while the legal action is in process if the homeowner continues to violate the declaration. All legal expenses associated with the enforcement of this declaration may be assigned to the violating homeowner. [North Carolina Planned Community Act section 47F-3-116 (e)]

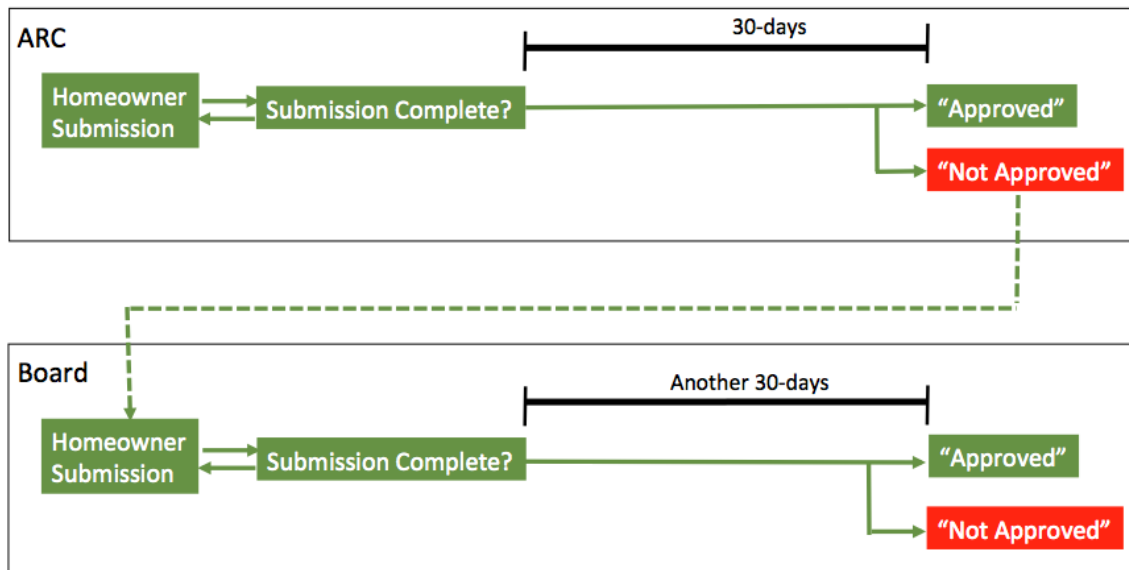
7. Conclusion

The ARC and the Chandler's Green Board of Directors fully support homeowners and their goals of improving their individual properties. In turn, this makes the neighborhood more desirable for everyone and improves our property values. We pledge to work with you in a supportive and productive way. We strive for aesthetic harmony and peaceful coexistence among all of our neighbors.

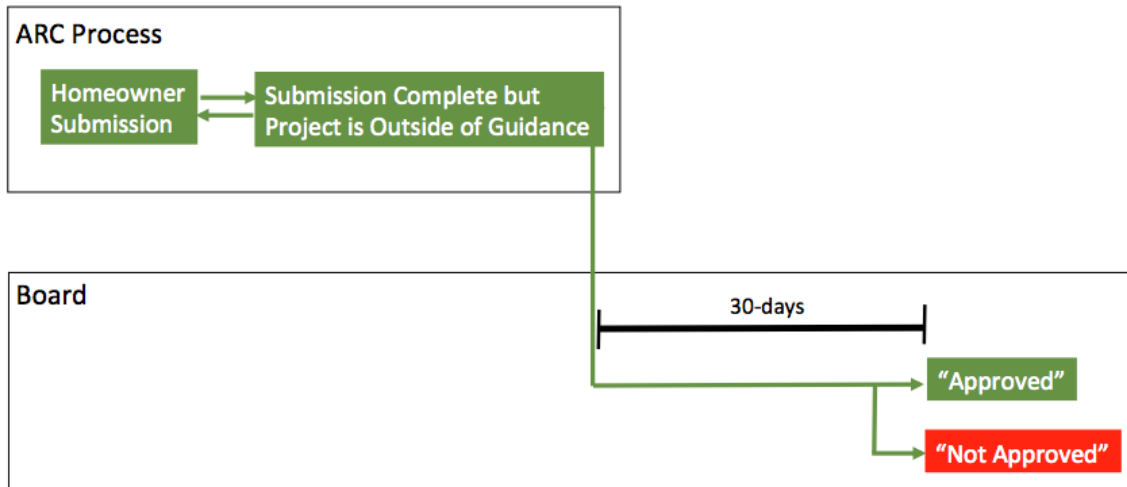
Appendix A – Submission Sequence



Once an architectural submission is deemed complete, as per the submission requirements, the ARC will respond to the homeowner within a 30-day approval window. The response will be “Approved or “Not Approved”. The response closes the approval window. If the submission is “Not Approved”, the homeowner may submit a new (or modified) submission again and in fact any number of times. The ARC will try to provide as much guidance as possible as to what would have made the submission “approvable”.



Instead of re-submitting to the ARC after a plan is not approved, the homeowner may choose to submit to the Board instead. This is treated as a new submission, and another 30-day approval window begins.



There is one other unique case. Architectural items that are inconsistent with historical guidelines, and/or items that set a new neighborhood precedent will be quickly forwarded to the Board for review. The 30-day approval window does not reset in this case, but the response will come from the Board instead of the ARC.

CGHOA ARC

Submission Form

Submit to: arc@chandlergreen.com

Submission Date:

Homeowner's Name:

Homeowner's Address:

Homeowner's Phone:

Homeowner's Email:

Project Name:

Brief Description:

Project Sketch with dimensions and shown relative to your plat: (please attach)

Description of visible materials:

Reason for improvement:

Does the improvement impact the safety or welfare of the neighborhood?

Will this improvement obstruct any of your neighbors' views or impede upon any of your neighbors' rights of enjoyment of their property?

Have you discussed this with your neighbors?

Neighbor	Name	Address	Neighbor's Comments
Left			
Right			
Front			
Back			

What landscaping is planned for this improvement?

Photos of your yard showing the location of the improvement on your property (please attach):

Date received by the Architectural Review Committee:

Decision of Architectural Review Committee:

Date of decision:

Comments and/or Recommendations: