

**Stoney Point Harbor
Architectural Review Committee
Procedures and Guidelines
May, 2007**

Selection Criteria for ARC Members (Board approved 3-31-07)

- Commit to fully participate in the necessary activities of the ARC, which include but are not limited to walking lots with owners and builders, working with various builders and monitoring projects to ensure compliance with covenants and ARC guidelines.
- Members need to fully support the Covenants and Bylaws even if they may not personally agree with restrictions contained in governing documents.
- Members are expected to consult with the Board, especially for matters that may set precedent.

Responsibilities of ARC Members

- Read and understand the Covenants, Conditions, and Restrictions and Restrictive Covenants of Stoney Point Harbor
- Read and understand the Consolidated Construction Guidelines, Board Policies, Forms, and Procedures and Guidelines of the ARC (all available at www.stoneypointharbor.org).
- Understand that policies are set by the Board, and not the ARC; hence issues that constitute precedents or potentially controversial issues should be presented to the Board prior to decisions affecting homeowners.
- Understand that the Building Bond for construction includes provisions for damage to the commons area as well as the roads. The Covenants provide that only the Board may decide matters associated with the commons area, not private owners whose property may be adjacent to the commons areas.
- Attend meetings of the ARC, which may be called by any member.
- Take responsibility for construction oversight of one or more homes during construction to assure compliance with ARC guidelines and policies.
- Notify homeowners and builders when construction sites are unsightly, trash is evident on the lot, road, or neighboring lots, orange fences become unsightly, trash or dirt is deposited on commons areas, etc.

Responsibilities of ARC Chair

- Respond to homeowner and builder requests for information concerning architectural review policies.
- Call and chair ARC meetings.
- Receive construction application, plans and building material samples.

- Review plans and application for completeness prior to calling ARC meeting for review; contact homeowner/builder to obtain missing items prior to review.
- Receive application and building bond checks and forward to Treasurer.
- Communicate with homeowners and builders concerning questions about plans.
- Send certified letter of approval to homeowners for construction approvals.
- Maintain full, accurate, and up-to-date records of all construction projects.
- Attend Board meetings and report on ARC activities.
- Consult with Board on precedents and controversial issues (including issues when unanimous approval of the ARC is not obtained).
- Provide leadership to the ARC relative to needed policies, procedures and forms to facilitate the work of the ARC.
- Consult with the Board when ARC violations are observed and take action as advised.
- When requests for additions are received, recommend to the Board the amount of the Building Bond that will be required for the addition.
- Send a letter to homeowners on the formal completion of their construction (usually within one year of original approval), a copy to the Treasurer for return of the building bond funds (when appropriate), and noting that approval for further construction including any not completed prior to this time even though originally approved (e.g., additions such as garages, pools, porches, etc) will require future ARC approval. Forms are available online.
- Prepare a quarterly report of ARC activities for submission to the Board and posting on the web.
- Prepare an annual report of ARC activities and issues for presentation at the annual homeowners meeting.

ARC Procedures

Prior to application:

- As needed, respond to requests for information prior to the construction application submission.

After receipt of construction applications and plans:

- Prepare folder for new construction; include plans, letters, etc. and begin notes on ARC Construction Check Off List.
- Meet in a timely manner to review construction applications and plans, and in no case more than 30 days, at which time plans are approved by default.
- When necessary, contact homeowner/builder for more information prior to plan approval.
- Assure that the plans are consistent with all official policies of the Stoney Point HOA.
- Prepare and send certified letter of plan approval with any conditions.
- Submit postage and other expenses to Treasurer for reimbursement.

- When deviations from the covenants are requested that will affect adjoining lots (e.g., trees, aesthetics, construction in easement areas), the affected lot owners will be contacted and given an opportunity to comment to the Board.

On-site meeting prior to initiation of construction:

- Arrange meeting on-site with homeowner and builder prior to initiation of any construction, clearing, etc.
- Request before meeting that the driveway location be marked, the house perimeter marked with string and stakes, and the 20 foot perimeter line for tree removal be clearly marked for review.
- A minimum of two ARC members should meet on site.
- Measure and mark the 50 foot setback line (take measuring tape and marking tape).
- Review side, street, and lakeside (for lake lots) set back requirements.
- Review tree removal requirements and limitations; be sure homeowner and builder are aware of Tree Removal Request Form.
- Inform homeowners and builders of their responsibility to protect septic lines for A lots adjacent to their building lots as well as the private property of those through which the lines are run/buried
- Take pictures of road in front of and across from lot for use at end of construction in determining Building Bond refund.
- Review burning requirements.
- Discuss dumpsters, port-a-pots, orange fencing, culverts (size especially), driveway gravel and tile, and any other pre-construction requirements.
- Discuss trash containment and removal and need to avoid trash in commons areas, including road.
- Advise homeowner that preferred communications concerning construction/site issues will be with the homeowner and not the builder; both should be copied on e-mail correspondence.

Site monitoring during construction:

- Assign one member of committee, a volunteer assisting the committee, or Board representative to monitor each home during construction.
- Site should be reviewed at least bi-weekly for the following:
 - Orange fencing remains intact and not unsightly
 - Trash is contained
 - Footprint of approved plans for home is not altered
 - Construction materials used are those approved, only
 - Gravel on driveway is sufficient to avoid damage to the road
- Sixty days prior to the end of the one-year approval period, send letter to homeowner specifying incomplete aspects of construction and asking for a timeline for completion.

ARC review at completion of construction:

- Take pictures of road in front of home; check against initial pictures for road damage (note that the road is a commons area and only the Board can arrange repairs).
- Check for mailbox installation.
- Check for home completion.
- Recommend to Board a refund of all or part of the Building Bond. The Board Treasurer will communicate with the homeowner and send a letter of completion with the building bond refund.

Tree Removal

- Homeowners wishing to remove trees should be advised to complete the Tree Removal Request Form found on-line and mark trees as indicated.
- At least two members of the ARC will review tree removal requests.
- Both members must agree or a third member of the ARC or Board member will be asked to review the request and provide the tie-breaking vote. Trees can take years to die while still providing bird habitats, etc. Care should be taken to protect the environment of SPH.
- The ARC approval letter for tree removal may include a request for tree replacement.