



# Property Owners' Association Architectural Committee

## Application for Architectural Approval Process

Article VI, Section 1 of the Cornwallis Hills Property Owners' Association Covenants states in part:  
*"No building, fence, wall or other structure or improvement of any nature whatsoever shall be commenced, erected or maintained upon the Properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials, and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the Board of Directors of the Association, or by an architectural committee..."*

It is the intent of the Architectural Committee to make the following process go as easily and smoothly as possible. The Application process is actually quite easy, to wit:

1. The Property Owner(s) "Owner" submits a completed Application for Architectural Approval to the Cornwallis Hills Property Owners Association "CHPOA" Property Manager who will then confirm receipt to the Owner and document the confirmation on the Application. The Property Manager then conducts a cursory review of the application to ensure that the Application is complete and all necessary information is received. **N.B. Property owners are responsible for checking with local (Town and County) governmental authorities to ensure compliance with applicable zoning and building permit laws.**
2. After noting the date of receipt, the Property Manager then distributes the application to all members of the Architectural Committee "AC" within three (3) working days, providing that the application is complete and ready for submission. In order to be complete, the filled-out application must also include accurate drawings, description of materials, placements, and measurements.
3. After determining that the application is complete, the Chair or Acting Chair of the AC arranges for two or three AC members to conduct an on-site review of the application with the intention of helping the Owner with the process. Those members will make a report and recommendation to the entire AC based on their on-site review. The AC then votes on said recommendation, a process that may be done via electronic correspondence.
4. The AC acts on the application within 30 days of the receipt of the completed application by the Property Manager. Generally the AC will act to deny an application if an on-site review cannot be arranged with the property owner or the property owner does not respond to the AC's request for an on-site visit. If denied, the owner may resubmit the application with a new date. It should be noted that the AC will try to contact the owner twice within the allotted 30 days by phone and/or e-mail to arrange a mutually agreeable date for an on-site review. Applicants are also encouraged to contact the Property Manager or AC Chair within the 30 day application approval period if they have not heard from the AC chair after a reasonable period of time to schedule an on-site review or to request a determination of approval of their application.
5. The AC's decision is then be relayed to the Owner by the Chair or Acting Chair of the AC. Additionally, a letter or e-mail, along with a phone call or message, is sent to the Owner by the AC Chair or designated representative who will note the decision as either:
  - a. **ADDITIONAL INFORMATION REQUIRED:** The AC has determined that additional information is needed to properly make a decision regarding the application. At this point, the Application is returned to the Owner for the missing information. The application is not consider "received" until all necessary additional information is obtained. The AC will endeavor to process all re-submissions as quickly as possible.
  - b. **APPROVED.** The Application is approved as submitted.
  - c. **APPROVED AS MODIFIED.** The application is approved only with specified modifications/conditions "caveats" as recommended by the AC, which must be adhered to in order to properly conform to CHPOA guidelines.
  - d. **DENIED.** The Application is not approved. In cases where the application is denied for guideline reasons, the Owner may appeal the AC decision to the Board of Directors in writing within 30 days. This must be delivered to the Property Manager who then submits the appeal at the next CHPOA Board of Directors Meeting for review. In cases where information was not submitted in a timely manner, the Owner may simply resubmit the application.



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6. Once the project is initiated, the Owner has three (3) months to complete the project and advise the AC to arrange for the required, post-completion, on-site review. If construction is going to exceed the three months, the owner must notify the AC and request an extension for the application to remain valid. The AC then votes on whether the extension request is appropriate to the intent of the covenants. If the owner does not notify the AC of a potential delay once construction has started, the situation will be reported to the Violations Committee and/or Board for action.
7. In all cases, there shall be a post-construction, on-site review and post-construction vote by the AC to ensure that the project was completed as presented in the approved Application.
8. A copy of the AC application will be mailed to the applicant noting the actions of the AC (approval/denial of application, approval/denial of post-construction review).

Approved by the CHPOA Board of Directors: August 7, 2008