

Cornwallis Hills Property Owners Association

Application for Architectural Approval Process - - Policy & Procedure

Effective Date: August 3, 2026

Policy Purpose

Inform property owners of the Association's policy and procedure regarding applications for architectural approval.

Definitions

CHPOA – Cornwallis Hills Property Owners' Association.

CHPOA BOD – Cornwallis Hills Property Owners' Association Board of Directors.

CHPOA AC - Cornwallis Hills Property Owners' Association Architectural Committee.

NCPA - North Carolina Planned Community Act.

Governing Documents

CHPOA Articles of Incorporation, CHPOA Covenants, CHPOA By-Laws, NCPA, NC General Statutes.

Administration & Evaluation

The Application for Architectural Approval Process - will be conducted by the CHPOA AC with oversight by the CHPOA BOD.

Procedure

Article VI, Section 1 of the CHPOA Covenants states in part: "No building, fence, wall or other external 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 in relation to the same shall have been submitted to and approved in writing per the current architectural guidelines as to harmony of external design and location in relation to surrounding structures and topography by the Board of Directors of the CHPOA, or by an architectural committee...."

The Application Process is as follows:

1. The Property Owner(s) "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. **Property owners are responsible for checking with local (Town and County) governmental authorities to ensure compliance with applicable zoning and building permit laws along with North Carolina riparian buffer requirements (Contact the Town of Hillsborough Stormwater and Environmental Services Division for more information).**
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. The property manager may submit an incomplete application to the Architectural Committee if the applicant has been unresponsive to the property manager's requests for additional information required for the application to be

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complete. The filled-out application must also include all information requested on the architectural application.

3. After determining that the application is complete, the Chair or Acting Chair assigns a “manager” to coordinate the review of the application. The manager may:
 - 3.1. Arrange for two or more AC members to conduct an on-site review of the application at the applicant’s property with the intention of helping the owner with the process and collecting additional data to make a recommendation to the AC later. The ‘case manager’ will then make a report and recommendation to the entire AC based on the on-site review. The AC then votes on said recommendation, a process that may be done via email.
 - 3.2. Or, arrange for a paper review of the application. If this option is chosen, the AC chair or case manager will request a vote on the application without completing an on-sight review as described above. This option may be chosen if the application is complete and straightforward, involving a fairly simple project and data that show it meets criteria expressed in the Architectural Guidelines.
4. The AC acts on the application within 30 days of receipt of the completed application by the Property Manager. Generally, the AC will deny an application if it is not complete and the applicant has been unresponsive to requests made by the AC’s case manager (e.g., requesting additional information, arranging for a site visit).
5. The AC’s decision is then relayed to the applicant/owner by mail (from the Property Manager) noting the AC’s decision on the application. Email or a phone call (from the Case Manager) can also be sent, particularly if there is a need for a quick response.
 - 5.1. Applications that are approved indicate that the project may commence immediately.
 - 5.2. If an application is denied, the AC will communicate to the applicant the reason(s) for denial.
 - 5.3. The AC may also ask the applicant for more information. If more information is requested, the “30-day clock” is reset from that point.
 - 5.4. The AC may approve an application with modifications.
6. Applicants/owners may appeal any decision of the AC to the CHPOA Board of Directors, in writing, and will be invited to attend a closed session of the board to hear their concerns.
7. Once an application is approved, the applicant will be given three months to complete the project. If additional time is required, the applicant may request one (1) three-month extension (total 6 months from the time the application was approved).
8. Once construction is complete, the case manager arranges for a post-construction review. Post-construction reviews are best done on site. During this review the case manager reviews the construction to make sure it has been completed in accord with the approved application. Following the post-construction review, the case manager reports their findings to the AC. The

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AC then votes on approval of the post construction review.

9. The AC may require the owner to provide a copy of the building and/or zoning permit allowing the construction along with before and after pictures showing the addition/modification.
10. Depending on the complexity of the project or other issues specific to the application, the AC may conduct an email or in-person vote to approve applications or post-construction reviews.
11. CHPOA members who do not complete the architectural application process or do not construct projects in accord with the approved application, can be subject to the CHPOA violation process, which may result in fines if not corrected.
12. Only CHPOA members may submit AC applications (i.e., renters are not members of the CHPOA and cannot submit applications).

Revision History: 07/16/2026

Approval: CHPOA BOD on August 3, 2026

David Scanga, President, CHPOA Date

Lane Webster, Secretary, CHPOA Date