

## **PLEASANT FARM HOMEOWNERS ASSOCIATION ARCHITECTURAL REVIEW BOARD PROCEDURES**

### **Goals/Objectives**

The Architectural Review Board (ARB) purpose is to maintain the unique atmosphere and character of Pleasant Farm by ensuring that the covenants and building standards are followed; and by providing guidance and oversight to construction projects. To accomplish these goals, the ARB will review all construction and improvement projects, will periodically inspect the job sites and monitor progress.

### **Submittals**

Any new construction will require submittals of a site plan, a copy of the construction plans and the ARB application form, the site preparation plans, tree removal, structure locations, et. And exterior finish details including paint color and roof materials and color.

### **Approvals**

The ARB will respond with a letter of approval or concerns to the contact provided. The ARB meets with the Board of Directors monthly to address requests at that time. If the ARB denies your request you have the right to appeal their decision to the full Board of Directors at the next scheduled meeting within 30 days of the denial.

### **ARB Contact**

The quickest way to contact us is through email at [arb@pleasantfarm.org](mailto:arb@pleasantfarm.org).

### **General Policies:**

**Paint.** Paint colors shall be in a color scheme composed of subdued neutral colors, muted and flat, found dominate in nature, and harmonious with the neighborhood. A suggested sample color palette is available from the Architectural Review Board member.

**Fences.** The preferred construction of fences terminates no greater than ½ the width of the house. The fence may be constructed to meet the house. Fencing extending across the front of the property facing the street will be open faced design. The sole intent of a fence extending across the front of the property is for decorative purposes and cannot be constructed to serve as an enclosure. All fence design requires Architectural Review Board approval.

**Building Demolition.** If a building is to be demolished the Association must be notified a minimum of 30 days prior to the action. Notification must include proof of appropriate permits from all local, state and federal governing agencies, including, but not limited to lead and asbestos removal.

**Permitted Use and Permitted Structures:** No lot shall be used except for residential purposes. Only one (1) single family dwelling not to exceed two (2) stories in height will be permitted to be erected, altered or placed on a lot. Other detached structures such as garages, storage building, workshops etc. are permitted if they conform to the style and as near to identical material as possible on the family dwelling on that lot. Approval is needed if the exterior of the dwelling or structures are to be altered or painted. All structures must be approved by the Board of Directors and the Architectural Review Board. No business or profession of any kind shall be conducted within Pleasant Farm that is visible outside the family dwelling, nor will an business signage be displayed.

**Temporary Buildings:** No tent, temporary shelter, mobile home, trailer, camper, barn or other structure or temporary outbuilding shall be permitted on any Lot or any common areas except during construction of a dwelling house or other authorized structure without the written consent of the Association, and no such tent, temporary shelter, mobile home, trailer, camper, barn or other structure or temporary outbuilding shall be used as a residence for greater than two (2) weeks without Association notification and written approval. Homeowners are permitted to have one additional permanent structure that may be used as an “in-law-suite” residence. This structure cannot be used as a rental unit. Each homeowner is permitted to have no more than two (2) permanent outbuildings. No construction equipment or structures shall be permitted on any common area. Semi-permanent structures whose sole intent is to provide shelter for grilling or picnicking is permitted. These semi-permanent structures are not permitted to be used for storage.

**Trees:** No living tree having a diameter of two (2) inches at a point four (4) feet above ground shall be cut on any lot without the prior consent in writing of the ARB. In the event a tree is cut without permission, a penalty of two hundred (\$200.00) dollars per tree may be assessed against the owner of such lot authorizing, directly or permitting such cutting.

**The Right to Enter Property.** The Association may be required to access resident’s property to review an ARB approval, report of a violation, or directives as defined in this section; or to fulfill the Association responsibilities as directed by the Bylaws. There will be no unannounced visits. In the event this action is necessary the

homeowner will receive notice advising the need to schedule a property review, and a request to schedule a mutually agreed upon date and time for the review, within 30 days. Review will be undertaken by the homeowner and 2 Board of Directors or a Board of Director and a community member other than the homeowner. In lieu of a meeting the homeowner can submit photographic evidence the ARB request, violation or directive has been completed as approved. The Association reserves the right to request additional photographic evidence if the initial submission does not clearly demonstrate correction or completion. If the photographic evidence is not clear, the Association reserves the right to schedule a review as defined above. If the homeowner fails to contact the Association to schedule the review meeting after 30 days the Association will deem the homeowner to be in violation and penalties will apply as defined in Article IX, Section 3.

Date: \_\_\_\_\_

From: \_\_\_\_\_  
 Name Address Phone Email

To: **Pleasant Farm Home Owners Association Architectural Review Members**

1. It is requested that consideration be given to the following:

\_\_\_\_\_A. Architectural changes to home (attach plan)

\_\_\_\_\_B. Painting home (attach paint samples) regardless if you are painting home same color.

\_\_\_\_\_C. Remove trees (attach diagram and list) must adhere to the Beaufort County tree removal standards found in Division 5.11.

\_\_\_\_\_D. Other, please describe:

I acknowledge this request will not be considered without attached plans, paint samples or diagrams.

If approved I acknowledge the changes must be completed within 1 year from date of Board of Directors approval. I further acknowledge all permits are the responsibility of the home owner.

I understand that approval will not be granted until the next Board meeting, unless I specifically request approval in advance.

\_\_\_\_\_  
 Homeowner's Signature

\_\_\_\_\_  
 Date

Approved/Denied

\_\_\_\_\_  
 ARB Committee Member/Board Member

\_\_\_\_\_  
 Date

Approved/Denied

\_\_\_\_\_  
 Board Member

\_\_\_\_\_  
 Date

Approved/Denied

\_\_\_\_\_  
 Board Member

\_\_\_\_\_  
 Date

Disclaimer: The Association may be required to access resident's property to perform the duties of the Association as required by the Rights, Covenants and Regulations, and Bylaws. This may include but is not limited to a reported violation or review of an ARB approval. There will be no unannounced visits. In the event this action is necessary the homeowner will receive a certified letter advising the need to schedule a property review, and a request to schedule a mutually agreed upon date and time for the review, within 30 days. Review will be undertaken by the homeowner and 2 Board of Directors or a Board of Director and a community member other than the homeowner. In lieu of a meeting the homeowner can submit photographic evidence the violation has been corrected, or the ARB request completed as approved. The Association reserves the right to request additional photographic evidence if the initial submission does not clearly demonstrate correction or completion. If the photographic evidence is not clear the Association reserves the right to schedule a review as defined above.

If the homeowner fails to contact the Association to schedule the review meeting after 30 days the Association will deem the homeowner to be in violation and penalties will apply as defined in Article VI, Section 17.