

# ARCHITECTURAL REVIEW PROCEDURE/REQUIREMENTS

Pursuant to the Declaration of Covenants, Conditions and Restrictions of Polo Farms Subdivision and Homeowners Association, the Architectural Review Committee (ARC) has the authority to review, approve, require changes to, and reject building, site, and landscaping plans. The following procedure is designed to assist the lot owner in expediting the review process and in complying with the mandatory requirements.

## **I. Preliminary Approval of Building Plans for Prospective Purchasers**

This section applies only to the sale of a lot that is subject to preliminary approval of the purchaser's building plans by the ARC. The ARC requires both the seller of the lot and the prospective purchaser to sign a waiver before the ARC will grant preliminary approval or rejection of the purchaser's building plans. Sections II, III, and IV will apply once the lot is purchased.

## **II. Prior To Submission of Building and Site Plans**

1. Payment \$ 1,000 ARC fee
2. Payment of outstanding dues, fines, and assessments except as set forth in Article 11 of the Declaration of Covenants, Conditions and Restrictions of Polo Farms Subdivision And Homeowners Association
3. Complete and submit Builder Basic Information Sheet including name, address, and telephone of builder for ARC approval
4. Develop architectural building, site plans, and landscaping plans which strictly comply with Polo Farms Architectural Guidelines; Architectural Review Procedure/ Requirements; Declaration of Covenants, Conditions and Restrictions of Polo Farms Subdivision and Homeowners Association; and the Declaration of Restrictive Covenants of Polo Farms Subdivision
5. Lot cannot be cleared or altered, and construction of any kind may not begin without the prior written approval of the ARC. Violations will be subject to fines pursuant to the Fine Violation System
6. Lot owner's proposed builder is approved or rejected and notice is given

## **III. Submission of Building, Site, Landscaping Plans, etc.**

1. Submit three (3) sets of complete working blueprints, site plans (showing location of house, walkways, a curved concrete driveway, etc.), and landscaping plans to any ARC member.
2. Submit your choice for brick, stacked stone, siding, windows, other exterior materials, exterior paint colors, and type and brand of architectural dimensional shingle
3. Submit a completed "List of Building Materials" form which can be obtained from the ARC
4. Incomplete plans, or noncompliance with all of Section II and Section III, steps 1 through 3, shall be deemed an automatic rejection by the ARC of the submitted plans, even if the submitted plans are not physically returned or notice of rejection is not timely given.

**(Continued)**  
**Architectural Review Procedures/Requirements (Continued)**

**IV. Post Submission**

1. ARC and its architect (Jody Efrid) review the plans and either approve the plans, reject the plans, or approve subject to certain modifications
2. Lot owner is notified of any changes and asked to initial and date each change
3. Plans are then accepted as modified
4. Lot owner may then begin construction
5. Builder must not deviate from the approved plans without the express written consent of the ARC
6. Satellite dishes will be 18" and hidden from view
7. The use of synthetic stucco is prohibited
8. The ARC approved mailbox, lamp post, light fixture combination must be used
9. Erosion must be effectively and substantially controlled at all times during construction by a combination of a silt fence, hay bales, and other means
10. Minimum roof pitch allowed is 9:12
11. Except within the building site, no trees of any kind in excess of 12 inches in diameter may be removed without the prior written approval of the ARC
12. Damage done to road shoulders must be repaired and reseeded by builder upon completion of construction and prior to closing
13. Construction will be monitored for compliance
14. Noncompliance will be reported to the Board of Directors
15. In the event of noncompliance, lot owner will be sent a Notice of Violation and given 10 days from the date of the letter to correct the violation.
16. See Fine Violation System for actions that will be taken by the Board of Directors in the event the violation is not timely corrected
17. See Polo Farms Architectural Guidelines