



Architectural Review Committee
Oak Lake Estates Homeowners Association

Architectural Standards and Procedures

Purpose of the Architectural Standards:

One of the primary purposes of the Covenants, Conditions and Restrictions (CCR's) for Oak Lake Estates is to provide for a method of determining certain Architectural Standards that will assure that the property within the Development will be developed and maintained in a fashion that will protect the investment of every homeowner. The Developer placed these guidelines for the subdivision on record in the Maury County Registrar of Deed office, Columbia TN.

One important aspect of maintaining the integrity of a residential community is provided by the CCR's in authorizing the formation and duties of the Architectural Review Committee ("ARC") The ARC has the right to review and approve changes to the exterior of homes within the Development.

The CCR's strictly prohibits the addition of any structure, or the alteration of any structure, on any lot without the written approval of the ARC.

Submitting Plans:

Forms and information to submit a Change request can be found at
<http://olehoa.com/architectural-review-committee/>

Homeowners are requested to provide as much detail as possible when submitting a Change Request Form to the ARC. This will eliminate confusion and reduce the time required to respond to the requesting homeowner. Plans should be specific in nature and include such items as, types of materials to be used, planned start/completion dates

Homeowners are requested to submit photocopies of all plans and documentation. All submitted plans become the property of the ARC and will not be returned but filed for future references and verification. Homeowner should deliver their Change Request Form and all necessary documentation, including plans, architectural drawings/photographs, property survey showing improvements and description of materials to arcolehoa@gmail.com

It is highly recommended proposals for improvements be submitted before signing contracts and ordering material. The reason is that if your submission does not receive approval requires modification to be approved, you have not obligated yourself financially.

Once all information is received by ARC

- Receiving ARC member will forward to all members of in ARC for signatures (if app came in postal mail, forward copies of documents scanned to G Drive) A minimum of 2 ARC signatures is required for response

- The final person in the ARC will notify the homeowner of approval and any other items or exceptions required.
- The progress of approval will be noted on a Master ARC Listing

Variance Process:

The Variance process is intended to provide limited relief from the requirements of written guidelines in those cases where strict application of a particular requirement will create an unnecessary or unreasonable hardship or prohibit the use of land in a manner otherwise allowed. Site visits will be made to meet with homeowner to identify and assess requests for variance

The Architectural Review Committee shall hear and decide appeals and requests for variances from the requirements of recorded CCR's and Bylaws.

With review of applicants' specific needs; review of positive or negative impact on surrounding homes; and agreement by majority of members of the ARC that a variance is in the better interest of the neighborhood; the ARC may issue a variance from the written HOA bylaws with specific written reasons. Variances may need additional approval if a variance from county restrictions or building codes.

These variances are intended to encourage variety, flexibility and innovation in land development and land use for basically residential areas which is consistent with the overall goals and objectives of maintaining neighborhood appearance.

ARC Verification of Application:

Verify request meets:

- CCR's for the section the home is in
- HOA policy if the home is in the HOA
- If more information is needed, or all forms are not attached as per ARC application, reply to homeowner requesting specific information
- If it does not meet one of the above criteria, reply to homeowner advising of denial and reason

On-Site Review Process:

The purpose of the onsite review is for the ARC members to assess the impact the request may have to neighbors and the general quality of the Development. The onsite process is usually brief (5-20 minutes) with no, or limited, homeowner involvement. However, we recommend that a homeowner be available for questions about complex plans. A site visit may be requested by the homeowner to discuss plans with ARC.

Decision Process:

Upon completion of the site review, the ARC will stamp the change request with one of four decisions and will contact the homeowner directly to explain the decision.

- Plan Accepted – The plan was accepted as documented and the homeowner can begin the requested changes immediately upon obtaining all necessary governmental permits. All work must be done in accordance with the plans as approved by the ARC. All changes or modifications to plans must be reviewed and approved by the ARC.
- Plan Accepted with Specific Conditions – The plan was accepted with specific conditions. The homeowner should review the conditions and, if in agreement, sign the conditions form and submit it to the ARC.
- Plan Denied with Explanation – If the homeowner’s plan was denied, an explanation will be provided. In many cases, the ARC will recommend one or more alternative solutions. If the homeowner is receptive to one of these solutions, they simply need to resubmit a Change Request Form detailing the plan within 60 days.
- Plan Pending – If a plan was submitted incomplete, the homeowner will be notified, and the plan will be held until the required documentation has been received. Upon receipt of a complete request, the ARC may have up to 30 days from the day all final documentation has been received to respond.

Violation Actions:

Although not limited to the following, “noncompliance” would include the failure to obtain approval of a new structure in conformance with approved plans. Homeowners who are in violation of the CCR’s and the standards set forth in this document will be notified in writing of the violation and will be penalized in accordance with the following policy:

Structures proceeding without ARC Approval or Variance are subject to a ‘Notice of Unapproved Structure’ being filed with Maury County Registrar of Deeds denoting the following:

Improvements to the above-named property have proceeded without approval by Oak Lake Estates Architectural Review Committee. The denial was based on the improvement falling outside the guidelines of the recorded Codes, Covenants and Restrictions (CCR’s) for this address.

The owner was notified and allotted 90 days to bring improvement to compliance prior to filing This ‘Unapproved Structure’ structure notice.

The above noted unapproved structure would not be approved in the future for a similar non-conforming re-build which may limit property value as well as insurability.

Neither the Oak Lake Estates HOA nor the Architectural Review Committee will be responsible for devaluation of property due to unapproved non-conforming structures.

The “Notice of Unapproved Structure” form is subject to retraction and an approval will be filed should the owner bring the property into compliance with the Codes, Covenants and Restrictions of the Oak Lake Estates subdivision.

Recording Arc Requests:

Log new requests on the G Drive in the Architectural Review Committee folder open the excel file called Master ARC Listing (year)

If the request came via email, add ARC label to email thread

If the request came via postal mail scan the application and docs and upload to the G Drive under the Architectural Review Committee folder, ARC Applications, and the year

Disclaimers:

Approval of any Structure by the ARC is in no way a certification that the structure has been built in accordance with any governmental rules or that the Structure complies with sound building practices. Homeowners are required by law to obtain a building permit for all new construction. These Architectural Standards set forth herein have not been reviewed for engineering or structural design or quality of materials. In fact, it is very likely that certain standards have been adopted solely on the basis of aesthetic considerations.

In accordance with the Declaration, every person who submits plans or specifications and every homeowner have agreed that they will not bring any action or suit against Declarant, the Association, the ARC, the Board or the officers, directors, members, employees and agents of any of them to recover any such damages.