

# LOOKOUT POINTES HOMEOWNERS ASSOCIATION

## ARCHITECTURAL REVIEW GUIDELINES

July 29, 2020

**Controlling Document** The terms, conditions and requirements, as set forth in the **Covenants, Conditions, Restrictions and Easements for Lookout Pointes Subdivision, (Declaration)**, will serve as the controlling document with respect to any matter that may come before the Board for consideration.

1. **New Home Construction** All new home plans and specifications including, but not limited to, exterior materials, exterior colors, site plan, and landscaping and tree removal plan, must be **approved in writing** by the Lookout Pointes Home Owners Association Architectural Control Committee (ACC) **before** the start of construction or lot clearing. The ACC will further reserve the right to require samples of all proposed exterior building materials for review prior to the commencement of construction or lot clearing.

Submission of two sets of construction plans and specifications for review by the ACC, and/or its agents, must be accompanied by a check, currently \$300, made payable to Lookout Pointes Homeowners Association. The \$300 fee is to offset the cost for an independent architect to review the submitted plans. This fee shall be subject to adjustment from time to time by the ACC based upon any increases in the charges of the architectural review consultant. Further, as part of the review and approval process, each request must be accompanied by a written certification from both the applicant and the proposed general contractor that they have each read the Declaration and understand and acknowledge that they are bound by the terms and conditions contained therein.

**Additionally, the builder/contractor shall be required to submit a compliance security deposit check in the amount of \$1000.00 made payable to Lookout Pointes Homeowners Association.** The security deposit amount will be returned upon completion of the home with **full compliance** of all ACC requirements. Otherwise, the amount returned will be reduced by the total amount of costs incurred by the ACC or the Association to enforce compliance.

The ACC assumes no responsibility as to engineering issues or the quality of work to be performed by any contractor.

All local and state building requirements must be adhered to in addition to the Lookout Pointes requirements.

During construction, ACC members may visit the property to ensure construction is consistent with architectural submittal and other requirements.

Construction must be completed within one year from the date of commencement. There's currently a fine of \$500.00 per month for non-compliance.

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2. **Exterior Changes/Renovations** All proposed exterior changes or renovations to an existing home or lot must be approved, in writing, by the ACC prior to commencement of any work. This includes, but is not limited to, any exterior change in style, color, materials, or design of the house, or major landscape changes. If it is not clear to the homeowner if a review is required for any change or renovation they want to make, then the homeowner must contact the ACC first to find out if a review is needed.

Examples include, but are not limited to:

- Changes to any exterior colors, including paint, brick, siding, stucco, doors, windows, and trim colors
- Changing the color or style of shutters
- Changing the color or style of roofing tiles or shingles
- Adding gutters or changing the color of existing gutters (note: replacing existing gutters with the same color gutters does not require ACC approval).
- Changing exterior window treatments, if visible from the street or from any neighboring property
- Installation of siding that is a different color, material or style than the existing siding
- Construction of any fencing, out-buildings of any type, fixed playhouses, gym sets, swimming pools, firepits, fireplaces, patios
- Changing materials, color or configuration of driveway, parking pads, patios, or sidewalks
- Any major changes to existing landscape design including, but not limited to, removal of large trees (see guideline #6), adding or removing a garden bed, changing a garden bed from mulch/pine straw to stone or vice versa, planting trees or bushes that will reach over 4' in height at maturity, replacing grass with ground cover plantings, planting hedges along property lines

The ACC reserves the right to require drawings of all proposed changes to the front, rear and side elevations of existing homes, together with samples of all proposed materials to be used for its review and approval.

3. **Additions to Existing Structures** All proposed additions to existing structures must be pre-approved by the ACC. Requirements for approval of all proposed additions to existing structures are to mirror those as outlined above in paragraph 1. **New Home Construction.**
4. **Construction Site Clean Up** All builders are required to utilize a commercial dumpster and portable outdoor toilet on site during the duration of construction activities. Burning or burial of construction debris or vegetation is prohibited. In addition to scrap construction material, all domestic refuse such as food scraps and packaging must be placed in the dumpster or removed from the site daily. The dumpster shall be emptied on a regular basis, or as needed.

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5. **Erosion Control / Silt Fence** All temporary and permanent grading shall be performed in a manner to allow for proper drainage, to properly manage the flow of storm water runoff and to control erosion. Riprap, gravel exits, silt fences, etc. shall be employed as necessary for erosion control. No elevation changes shall be permitted which materially affect surface grade of surrounding lots. The builder must clean the streets daily of all mud that is carried to the street during construction.
  
6. **Tree Removal** Article VII, Section 14 of the Declaration, states trees which have a diameter in excess of six (6) inches measured two (2) feet above ground level, and distinctive floras, shall not be intentionally destroyed or removed except with prior written approval from the ACC. For lots located on Lake Murray, the ACC has control to above the 360 line. Removal of any trees below the 360 line must be approved by Dominion Energy.

### **Review Process Summary**

- A. Contact the Lookout Pointes ACC chairperson to request application forms and submittal instructions.
- B. Submit all required plans and documentation and a check for \$300.00 (if required for architectural review) made payable to Lookout Pointes Homeowners Association and deliver to the ACC chairperson.
- C. The ACC will review all documentation for completeness and compliance to the Declaration and guidelines. Once approved by the committee, the architectural plans will be reviewed by the architect. The plans will either be approved or modifications will be requested.
- D. For new home builds, builder/contractor must provide a \$1,000 compliance security deposit check made payable to Lookout Pointes Homeowners Association prior to ACC final sign-off for construction approval.
- E. Written approval or denial to begin construction or renovation will be sent by the ACC to the applicant.
- F. Any changes to the exterior configuration of approved building plans as presented, must be resubmitted in writing for review and written approval by the ACC prior to implementing those changes. There is no additional review fee required.