



BRADFORD PLACE

ARCHITECTURAL REVIEW BOARD (ARB) WORKING POLICY

Section 1. Introduction. The Architectural Review Board (ARB) regulates the external design, appearance, use, location and maintenance of residences, structures or other improvements on the Real Estate to preserve and enhance values and maintain a harmonious relationship among structures, improvements and the natural vegetation and topography (15.b.). The ARB is appointed by the Board of Directors, and if not appointed is the same as the Board of Directors (15.a.)

The Bradford Place Covenants and Restrictions (C&R) and Board Working Policy govern the ARB and this working policy. Owners, builders, and contractors must observe the C&R, Board Policy, and the policies established herein. It is the responsibility of the Owner to inform all contractors or vendors of the applicable policies and procedures and to themselves follow all policies and procedures, prior to initiation any improvement.

No improvements shall be made on any Lot without prior written approval of the ARB (15.c.). All requests must be submitted to the ARB and approved prior to project initiation.

Any improvement identical to original in every way (for example, repainting trim the exact color as originally on the structure) is acceptable and does not require ARB approval. If any aspect of external appearance will change due to an improvement, the project requires ARB approval.

All improvements will be considered on a case-by-case basis.

Section 2. Improvements within Scope. Improvements within scope include: Construction, new construction, remodeling, fences, decks, siding, pools, windows, driveways, play gyms (child's swing-sets) or any other temporary or permanent structure erected on any Lot. Also within scope is painting, staking, grading, clearing, excavation or any other external modification or alteration to the exterior of a structure or within or on the Lot.

Section 2.a. Fences. Green or black vinyl-coated chain link and wood fences are acceptable; privacy (6') and picket (4') are desired heights.

Section 2.b. External Color. Any applications in which color is changed from original will be reviewed for compatibility with the existing color scheme of the home, neighboring homes, and the neighborhood as a whole. In general, color should be neutral and blend well with the overall existing color scheme of the structure and neighborhood. Owners may be asked to submit photographs and color examples.

Section 2.c. Driveways. Concrete driveways are acceptable. Asphalt is not allowed. Clear concrete sealant is allowed but colored stains are not. Scalloped or textured concrete is acceptable.

Section 2.d. Roofing. Shingles should match original roof color, as well as that of neighboring homes. Shingles must be asphalt; no cedar shakes. Textured or specialty shingles are allowed.

Section 2.c. Pools. In-ground pools are allowed. Permanent above-ground pools are not allowed (19.c.).

Section 3. Out-of-Scope Improvements. Requests for any other improvements not specifically listed in Section 2 are not subject to ARB approval/denial, and will be forwarded to the Board of Directors for review and/or approval if received. If a complaint is received regarding any out-of-scope issue, it shall be forwarded to the Board of Directors. Designated time limits (Section 8) apply to any out-of-scope project.

Section 4. Duties of the Architectural Review Board. Members of the ARB are appointed by the Board of Directors. Term length is one calendar year; members may serve consecutive terms with no limit if reappointed by the Board for each new term.

Section 4.a. ARB Chairman. Primary contact for ARB submission forms. Chairman duties include:

- 1) Supervise other ARB members
- 2) Draft and deliver written approval/denial; may delegate as necessary
- 3) Draft and deliver violation letters pertaining to ARB issues; may delegate as necessary
- 4) Provide updates and status reports at/for Board meetings
- 5) Communicate to the Board of Directors any violation of the Covenants or Working Policies
- 6) Recruit and/or train new ARB members as necessary
- 7) Serve as primary contact for ARB submission forms
- 8) Retain a copy of submission forms, plans, materials, and approval/denial forms
- 9) Other duties as necessary for ARB function

Section 4.b. ARB Member. Duties include:

- 1) Vote to approve or deny projects submitted to the ARB
- 2) Other duties, inspections, etc. as requested by the ARB Chairman

Section 5. Submission Process. A written application must be submitted to the ARB; the form can be found at www.bradfordplacehoa.com. Each application for improvement shall contain the following:

- 1) Name, address, and contact number of Owner
- 2) Improvement specifications including color, dimensions, materials, etc
- 3) Estimated completion date of project
- 4) Construction specifics

- a. Plans
- b. Contractor name and contact information
- c. Copy of contractor's general liability insurance and workers compensation insurance certificates
- d. Copy of building permit
- e. Samples of material (e.g. shingles, siding, etc.)

Section 6. Approval Process.

The ARB will approve or deny improvements, in writing, within thirty days of receipt of all required information (Section 5). Decisions will be made by majority vote. A copy of the application, plans, and approval or denial shall be retained by the ARB Chairman.

Section 6.a. Approval. The ARB will approve requests in writing; the approval will include the following as applicable:

- 1) Exact scope of the project or improvement
- 2) Time limit
- 3) Material specifics (i.e. type of fence or shingle)
- 4) Color specifics (i.e. paint or siding color)
- 5) That a new submission is required if the scope/specifics of the project change
- 6) Penalties for unapproved improvements
- 7) ARB Contact name/number for questions

Section 6.b. Denial. The ARB will deny requests in writing when:

- 1) The plans, specifications, drawings, or other material submitted are themselves inadequate or incomplete, or show the proposed improvement to be in violation of the Covenants and Restrictions, Board Policy, or ARB Working Policy
- 2) The design or color scheme of a proposed improvement or the materials proposed to be used are not in harmony with the general surroundings of the adjacent buildings or the neighborhood
- 3) The proposed improvement, in total or in part, would, in the sole opinion of the ARB, be contrary to the interest, welfare or rights of all or part of other Owners

The "Approval Denied" document must include the following:

- 1) Reason the improvement or project was denied
- 2) Homeowner recourse (e.g. resubmit plans, appeal to Board of Directors, etc.)

Section 7. Inspection. The Architectural Review Board may inspect materials and/or work being performed as per Article 15.f.

Section 8. Project completion/timing. Every approved improvement to any Lot or structure shall be completed within one hundred twenty (120) days of project initiation, unless circumstances beyond the reasonable control of the builder and/or Owner prevent such completion. When there is a delay in construction, the Owner and/or contractor must provide written documentation to the ARB outlining the reason for the delay, when the project will proceed, and when it will be finished. If a project is not expected to be

completed within the 120-day time limit, it is the responsibility of the Owner to notify the ARB. Time limits may be extended by the ARB on an individual basis.

Section 9. Penalties. Noncompliance issues or complaints will be forwarded to the Board of Directors for further evaluation and/or action.

Revised 08Mar2009 jn: Revised to allow ARB 30 days following receipt of application, to provide approval or denial.