

NEWBURG VILLAGE ARCHITECTURAL REVIEW APPLICATION

Mission Statement-

Established for the benefit of all residents to preserve and enhance property values in Newburg Village through neighborhood cooperation. The intent is to find a balance between what is beneficial for the entire subdivision while honoring the individual taste and creativity of each homeowner.

1. General Instruction-

This application form should be submitted for any construction or addition to the exterior of your building or grounds, including landscaping. If in doubt about your particular project, contact any member of the Review Committee, or the NVHA Board of Directors.

The reason for this process is that consistently applied rules and requirements will help support the highest market values for the entire subdivision. It helps ensure that your planned improvement conforms to the Association's Declaration, maintains architectural harmony, enhances the beauty of the community and in no way inconveniences your fellow homeowners, nor affects the golf course. It also enables the Board of Directors to determine what information and assistance it can give in order to expedite completion of your planned improvement.

2. Overview of Procedure-

1. **Preliminary discussions** (optional, for the convenience of applicant) or review of preliminary sketches with any committee or Board member(s). This can aid in understanding how much information or detail is required for the project.
2. **Finalize plans** and add refinements (per feedback), develop sufficient detail to adequately convey the intent and scope of the project. Include dimensions to lot lines.
3. **Submit all forms and plan information** directly to an ARC member, or to a member of the NVHA Board. That person will generally conduct all communications.
4. **Committee to convene at reasonable availability** of members and review the project.
5. **Committee to vote on Project, and provide it's recommendation.** Approval is by simple majority vote (>50%). Section 5 of this form will be dated, initialed, and filed.
6. **Contacted ARC member will convey the results** back to the applicant (and/or party that submitted it). Signed copies are available upon request (as .pdf). The result will also be included in the monthly summary of all ARC activity to the NVHA Board.
7. **Resident to secure all permits, certifications and zoning approvals as required.** If this process forces changes, application should be updated accordingly.
8. **Post-Project Confirmation.** Following completion, ARC members may visit the site to confirm that project aligns with submitted & approved plans (size, height, location, etc).

3. Project-

(Enter the information to the best known information.)

Name _____ Date _____

Address _____ Day Phone _____

Lot # _____ Evening Phone _____

Estimated Start Date _____ Est. Completion Date _____

Planned Contractor(s) _____

4. Description

diagram (____) image (____)

Provide a brief description of the proposed project or changes. As relevant, this should include the purpose for the project, dimensions (or scope) of the project, the location on the property, and the distance to the closest lot lines or restrictions (set-backs and easements). Diagrams or drawings are necessary for most projects. Include any additional pertinent information that may aid the ARC to understand and evaluate the proposed project (promo-flyers, clippings, photos, etc). Material types and colors will be relevant for many projects, especially new construction. All trees require mature sizes (height & width), and locating dimensions from nearest lot lines.

5. Results – (board or committee inputs only)

ARC - # _____

Submitted to _____ from _____ Date _____

Course Review (Y/N)? _____ Submitted _____ Approved _____

Mtg Notice _____ Meeting _____ Att. ___ / ___ Vote ___ / ___

RESULT; Approve _____ Request Info _____ Reject _____ Notified _____

Follow-up? (Y/N) _____ Call _____ Visit _____ Agree w/plan? _____

Comments: _____

6. Disclosures that apply to all Projects-

- It is the duty and responsibility of the homeowner applying to obtain all necessary building permits or other documents to assure that the improvement meets all applicable zoning or building codes and regulations.
- Homeowner shall comply with all local laws and land ordinances in connection with construction.
- Homeowner or applicant is responsible for the structural integrity of all proposed projects, and is solely responsible for obtaining the relevant reviews and professional approvals.
- Committee approvals pertain only to aesthetic and community compliance, and in no way is to be construed as approval of structural soundness or as acceptance of any necessary codes or regulations.
- In the case of any modification to any exterior deck or retaining walls, a building permit must be obtained from the building inspector of the Village of Cherry Valley. This can be applied for following ARC review, but **MUST** be obtained prior to starting construction.
- Any approval given by ARC will be for the submitted project, and based on the details provided. A follow-up site visit may be requested to confirm that the completed project agrees with the submitted application.
- Revisions made during implementation of the project that change the scope, scale, or appearance may require additional review & approval. This should be discussed with ARC, and is the responsibility of the applicant.

7. Architectural Review Committee- Format, Protocol and Procedures

Committee is comprised only of current residents living in NVHA. The committee size and regular members may fluctuate with time and circumstance.

The committee chairman also serves as an active NVHA board member. That member is not normally a voting member of the committee, but can vote in the event of ties or insufficient availability of the regular committee members.

Project approval is based on simple majority (>50%) of the active ARC members.

No project can be approved by a review of less than three members. If the committee availability is less than three, the Board may provide reviewers to meet the minimum.

Submittals can be to any ARC member, or direct to the NVHA Board. The contacted member is to contact the other committee members to arrange a suitable meeting time & place. Be advised that coordinating multiple schedules can add a few days to the process.

The applicant is welcome to present and/or discuss the project with the committee during that first meeting. That interaction can improve the interpretation and understanding of the project, and could shorten the response time.

The application package must include the 'form sheet' from this package and enough detailed information to convey the intent of the project. Some projects can be done with reasonable quality sketches, while others will require detailed drawings, elevation views, and material descriptions. Keep in mind that the committee may be unable to approve projects with insufficient detail.

The committee may elect to reconvene a few days later to discuss aspects of the submitted projects, particularly those that are larger in scope. This permits them to become more familiar with the subject site, to investigate relevant facts or details, to confer with golf course personnel (as needed), and to contemplate the benefits or impacts. Not all projects will require this added time and effort, and the committee will strive to minimize delays.

Efforts will be made to provide timely responses, and to minimize delays of projects. Response time will generally be in accordance with the CC&R paragraph 4.d. If the committee requests additional information or clarifications, the time shall restart when that information is provided from the applicant.

Committee response will be "approved", "request info", or "rejected". All rejects will include explanation of the concerning aspects of the project. Some responses may include a request for more information, or include suggestions or comments that committee feels will improve the project viability.

Rejected projects can be appealed, either to the NVHA Board, or by discussion directly with the full AR committee.

ARC activity is summarized and presented to the NVHA Board periodically, generally at the monthly meeting, and then posted to the web site as time permits.

8. Architectural Guidelines & Considerations

The following list contains the types of things considered during an ARC review of submitted projects. It is not considered a full or comprehensive list, but is intended to serve as a guideline for all property owners in design and construction of all new or improved structures and landscaping. However, even if an improvement does not directly violate the listed guidelines, the ARC maintains the right to withhold approval based on consistency, compatibility or aesthetic reasons.

In addition to this list, all construction must meet minimum building requirements as described in the relevant Declaration of Covenants, Conditions, and Restrictions (CC&Rs), particularly Section 4 pertaining to Residential Lots.

New Construction

- Must meet minimum building requirements as described in Declaration of Covenants, Conditions, and Restrictions (CC&Rs).
- Maintain diversity with respect to other adjacent homes (style, facade, plan, and materials).
- Use of neutral colors for exterior of home.
- Conformity and harmony of exterior appearance of structures within the neighborhood (i.e., homes do not all look alike but blend well together).
- Consideration should be given to drainage and grading to minimize impact of adjoining homes and golf course.
- Size of home should be appropriate for the overall dimensions of the lot.
- Should maintain proper facing of main elevations with respect to nearby streets.
- Home will not unreasonably impede or detract from the view enjoyed by other homeowners.

Additions and Remodels

- Must meet same criteria as for new construction.
- Should strive to maintain consistency and flow with respect to the original structure. Minimize the look of an “add on” by using common style, materials, and scale.

Landscaping

- Landscape review shall consider the following:
 - All tree placements, which requires the tree species, the mature size (height & width), and locating dimensions to nearest lot lines or obstacles.
 - All patios and decks.
 - All manmade structures including, but not limited to, pergolas, arbors, gazebos, structural play sets, retaining walls.
 - All large plantings and berms.

It is not the intent of this guideline to require approval for smaller plantings, such as flowers and non-woody shrubs.

- Landscaping adjacent to the golf course areas must be of a nature and be placed in such a way to insure that, once mature, the landscaping will not encroach on the golf course in any way. This is in accordance with paragraph 10b of the Newburg Village CC&Rs. All plantings in close proximity must be reviewed and approved by the course superintendent.
- Be considerate when deciding on placement of trees or bushes near the perimeter of your lot so that mature plants will not encroach on the neighbors property, and not block neighbor's views of the golf course.
- Selection and placement of permanent plants (especially trees and woody shrubs) should consider the existing permanent plantings that are in close proximity. Efforts should be made to accommodate mature sizes and longevity.

Fences, Walls, Gates

Fences are restricted by the CC&R's, section 4, paragraph p.

- All fence projects are subject to review and approval by ARC.
- Fence height shall not be greater than five (5) feet.
- All fences shall be solidly constructed, and use only high quality wood.
- Wood fences must be stained or painted on all sides. They must be a neutral color that compliments the colors of the home.

The following requirements and guidelines will also apply.

- ALL applications for fence projects will require complete definition, including full descriptions and detailed diagrams for placement and style.
- Fences or walls are NOT allowed at or near lot boundaries for enclosing any significant portion of a yard.
- Fences for pet management may be considered. Pet fences must be tasteful, discreet as possible, and shall be limited to the service area immediately behind the garage. Such fences shall not be placed beyond the extended lines of the walls of the house/garage (i.e.; in most cases, no closer to any lot boundary than the outermost walls of the house or garage).
- Fences for landscape accent may be considered. They shall not be large in scale, and shall not form long continuous runs.
- All ARC approved fences shall be aesthetically appropriate, and considerate toward all neighboring properties and public areas.
- It shall be understood by the applicant that all fences will require ongoing maintenance. The applicant agrees to keep all fence(s) properly maintained.
- All Fence placements shall consider and allow for maintenance activities on all sides (for the fence itself, as well as the grass and landscape plantings). Maintenance activities should not require using neighboring properties.

Netting

Netting installations are restricted by the CC&R's, section 10, paragraph b.

- No netting, screening material, or artificial barriers shall be erected.