

Villages  
At  
Copperstone  
Homeowners  
Association

Architectural Guidelines

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## **ARCHITECTURAL AUTHORITY**

The Architectural Request Committee (ARC) is established to assist the board in enforcing the Association's DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS. If you do not have a copy of the DECLARATION, please request a copy from the Management Company.

In a planned community such as The Villages at Copperstone, the question naturally arises as how to maintain a harmonious, quality development as the community matures. The following Guidelines attempt to provide a meeting ground between private interests and the broader interest of the Copperstone Community.

The Declaration of Covenants run with the land and are binding on all homeowners and renters and should be fully understood. The fact that each homeowner is subject to these Covenants should assure all homeowners that the standards of design quality would be maintained enhancing the community's overall environment and protecting property values. It is up to the homeowner to inform any renter of the guidelines.

## **ARCHITECTURAL GUIDELINES**

Please retain these Guidelines as part of your permanent papers. You should make these Guidelines available to any renters of your home.

Please read and follow these Guidelines. You **MUST** obtain approval **IN WRITING** from the ARC **BEFORE** the start of any exterior change. Per the Covenants, The ARC is allowed up to 30 days to act on an application. Therefore, do **NOT** commit funds towards labor or materials until you have received written approval. If you proceed with work prior to a decision being rendered, you may be required to restore your property to its original condition.

Commonly sought approvals are listed to help guide you in the architectural request submission process. Blanket approvals are items which do not require architectural approval. \*Any and all items not specifically mentioned in this document require approval.\*

In case of a conflict between this document and the Declaration of Covenants, the Declaration of Covenants will take precedence over all other documents.

**BLANKET APPROVALS**

Items in this category do not require approval, provided that the following guidelines mentioned are met and maintained.

- Plants, shrubs and flowers planted within three feet of the front of your house, not to grow higher than the lowest portion of the windows.
- Bedding borders, if constructed of common landscaping borders not to exceed 8 inches in height.
- Plantings of flowers and shrubs around trees and mailbox post. No artificial flowers or plants are allowed.
- Hose caddies affixed to the home and portables must be maintained on the side and/or rear of home.
- Outside seasonal decorations, displayed up to four weeks before and 2 weeks after the holiday season.
- Vegetables gardening in rear yards, provided the plants do not grow through to the neighbor's yard, and provided that dead plants are promptly removed.
- Repainting your doors, shutters or trim in their original color.
- Lawn furniture exposed to the elements, barbecue equipment, toys, bikes, etc., if kept in good repair. These must be stored within the rear area. These items must not be visible from the street when not in use.
- Mail boxes, if repaired or replaced to match the original color, model, and style. For warranty matters concerning mailboxes, send clear photos of the front and left side, front and right side of the mailbox, as well as photos of the production date sticker, and the inside of front door to:  
Whitehall Products  
Attn: Tracy Boardwell  
1625 S Warner Street  
Whitehall, MI 49461
- Flags on outside affixed to home - maximum size of 3'x5'; Types of flags are limited to religion, sports, seasonal, state, country. (2 flag maximum).
- Flags on outside of home affixed to mailbox post – maximum size of 11"x17". Types of flags are limited to religion, sports, seasonal, state, country. (2 flag maximum).
- Political Signs: You may display 1 political sign no earlier than 45 days before the day of the election and later than seven days after an election day.

**COMMON IMPROVEMENTS**

Items in this category require approval. An application must be submitted and must meet these guidelines. An application may be submitted and approved for items that do not meet the specifications, this is only to be used as a guideline. Approval is likely for:

- Placement, Repair, or Replacement of Front Storm Doors, if:
  - They are white or the same color as existing trim.
  - They are of anodized aluminum (including baked on enamel); and
  - They are unadorned.
- Exterior painting, if:
  - The paint color is within the same family of colors. If you are requesting a color change, you should specify the type and color of paint to be used and include a color sample.
- Repair, Replacement, or Change to Exterior Facade, if:
  - You are refurbishing the facade (siding, trim, stone) within the same family of colors and building materials. You should specify the type and color of the siding/trim you will use, and include a color or material sample from the store if you are making a change.
- Placement, Repair, or Removal, or Replacement of Patios and/or Decks, if:
  - They will not extend beyond the side corners of the home;
  - They will pose no drainage problems for you or your neighbors;
  - The materials to be used are designed specifically for patio and/or deck designs;
  - All exposed wood surfaces are to be stained or water proofed/sealed (clear or otherwise) within 12 months of completion.
  - Your plans will also meet all applicable building codes.
- Placement, Repair, Removal, or Replacement of Fences, if:
  - They enclose all or part of the backyard.
  - They are no higher than 6' (six feet) tall.
  - Finished side must face out on all panels, alternating panels or alternating boards of all panels.
  - They are not of the chain link variety
  - Wood fences must be waterproofed (clear or otherwise) within 12 months of completion.
- Placement, Repair, or Replacement of Storage Sheds, if:
  - They are no larger than 12x14 in size;
  - They are framed in wood or steel with no aluminum on siding or roofs.
  - They are placed on the property behind the home so that they cannot be seen from the center of the lot at the street/curb front.
  - Siding and trim material is similar in color and style to the home;
  - Roof has a similar pitch, material and color as that of the home.
  - The shed is constructed of vinyl or wood.
- Placement, Repair, or Replacement of Exterior Light Fixtures if:
  - The fixture is of similar size and color to original fixture.

**SPECIAL IMPROVEMENTS**

Items in this category include fireplace chimneys, window or door changes, major landscaping changes, cement work, foundation painting, or other special and major improvements to a home or yard. These require submission of a standard Architectural Review Committee application for improvement, including complete plans and specifications. The proposed changes and improvements must conform to our community standards and guidelines and to those of the city.

Architectural Review Committee approval does not substitute for approval by the city. These requirements do not in any way mean that these types of changes will not be approved. However, a complete record of all changes must be maintained to ensure that we are acting in the community's best interests.

## **APPEARANCE STANDARDS**

***\*These standards are in addition to any listed in the Declaration of Covenants.\****

- Paint and Stain must be maintained in uniform and good repair with no peeling, chipping, cracking, or discoloration on the trim, doors, or shutters. Siding, stone and roofing materials must be maintained in good condition and free of visible mold/dirt.
- Lawns must be well kept with uniform ground coverage. The designated lawn area should be fully covered with grass. Any brown or bare patches should be repaired during the spring or fall seeding season, with appropriate weed control or removal practices maintained year round.
- Shrubbery, flowers and trees should be maintained in good health and condition. Dead or dying trees and shrubbery should be removed and/or replaced (with Architectural Approval).
- No items (toys, bikes, garden equipment, chairs, wood, etc.) may be stored in front or side yards, or left for more than 12 hours in these yards.
- No parking of vehicles or trailers on front or side lawns or common areas. Open frame utility, boat, and vehicle trailers must be kept out of sight behind a fenced area or in a garage.
- Properties should be kept free of debris and loose trash.
- "Parking within the lot" shall be understood as meaning that all vehicles must be parked with all wheels resting fully on a paved surface. No parking is permitted on grass, yards, or on common areas.
- No commercial truck, commercial bus, or other commercial vehicle other than a maximum 2 axle car, SUV, van, or pickup truck may be kept or parked overnight upon any portion of the properties.
- All vehicles outside of a garage must have a current registration, plates, and inspection sticker.
- No mobile home/house trailers (whether on or off wheels), vehicle or enclosed body type trailer (known as "campers" or enclosed "box trailers") may be stored on property outside of garages. This includes back yards behind fences.
- Vegetable gardens are allowed in the backyard only.
- "POD" style moving containers may be placed on a driveway, but not blocking a sidewalk and not on lawn areas, for up to 2 weeks.
- Fences must be maintained and free of defects.
- Residents are encouraged to keep the streets clear of vehicles, and to utilize their garage and driveways whenever possible, for safety and to allow for the passage of emergency vehicles. Parking at intersections, and blocking ingress/egress at driveways, is prohibited by city ordinance.
- No planting in the ground of invasive or noxious plants or weeds as defined here: <https://connect.ncdot.gov/resources/Environmental/Documents/Invasive%20Exotic%20Plants%20of%20North%20Carolina.pdf>

## **ARCHITECTURAL REQUEST COMMITTEE (ARC) GUIDELINES**

- **Purpose:** The primary purposes of the ARC are to: review architectural applications from homeowner's planning to change the exterior appearances of their homes and approve only those applications which adhere to the community's covenants, bylaws, and policies, and those which do not detract from the beauty, enjoyment, or value of the community.
- **Organization:** The ARC will consist of 3-5 homeowners, each of whom are residents of Copperstone who have volunteered and subsequently been appointed by the board of directors (BOD). Homeowners requesting to be on ARC must have no active violations and must be current with dues. Committee members must have a computer in order to communicate with other members. Email should be checked Monday through Friday at least daily. A member of the BOD will be appointed to serve as a liaison as first point of contact on the board for committee related questions.
- **Term of office:** ARC volunteers are asked to serve for one year, subject to renewal by mutual agreement of the member and the BOD. Committee members that fail to maintain regular communication with the ARC may be recommended for removal by the additional members of the ARC. The BOD will make the final decision on removing an appointee from the ARC.
- **Roles within the committee:**
  - The ARC will select a Chairperson amongst themselves who will maintain all paperwork, along with the management company.
    - The Chairperson will communicate with the board liaison to apprise him/her of all committee meetings, suggestions, feedback, questions, or requests.
    - The Chairperson will expediently communicate the results of committee votes regarding pending applications to their board liaison.
  - The ARC will review all architectural request applications from homeowners and render a recommendation to the BOD, who will make a final decision.
  - The ARC will be familiar with the community covenants, bylaws, and policies, and will assure that the committees' activities, actions, and recommendations have the best interest of all residents in mind.
  - The ARC (or any homeowner) may report violations of ARC guidelines to the management company.
  - The ARC will respond as quickly as possible with a vote regarding any pending applications.
  - The ARC will provide the board with a written report of any recommendation for denials or controversial applications, including the committees' rationale for their recommendation, as well as any noticed changes that were completed without an application or not as per their approval.
- **Role of the the management company:** The management company will:

- Receive Architectural Request Applications from homeowners, review them for completeness, and will forward them to the ARC for review.
- Visit the community at least monthly to check for violations or to follow-up on letters that were sent to homeowners in violation.
- Note homeowner's in violation, and forwarded a list of new and outstanding violations to the BOD in a regular report.
- Send violation letters as indicated/necessary.
  - If the home in violation is rental property, the homeowner on record will be sent a letter.
- Schedule hearings for homeowners with the BOD as violations progress.

**Roles of Homeowners:**

- Submit completed Architectural Request Applications to the management company CAS 30 days in advance of your project start date.
  - Do not buy materials or enter into contracts until you receive your approval.
- Report violations of ARC guidelines to the management company.
- Respond to violation letters in a timely manner. Reach out to the board if there is a problem that you need additional time to address.
- Maintain your property to safeguard the property values of your home, and of the community at large.

**Special Consideration for Coppertown/Townhome owners:**

- Coppertown/Townhome owners must receive architectural approval from both the Coppertown Association and the Copperstone Association, which serves as the master association for the community at large.
- Coppertown/Townhome owners may submit a single request to the Coppertown appointed ARC, and may allow the Coppertown ARC to forward requests to the Copperstone Board/management for additional consideration.
- It ultimately remains the responsibility of the individual homeowner to assure that both boards receive the request for desired modifications.

**Roles of the Board of Directors (BOD):**

- Appoint volunteers to the ARC.
- Appoint a board liaison to assist the ARC.
- Grant final approval or denial for Architectural Request Applications, with consideration for the ARCs recommendation.
- Manage hearings for homeowner's in violation of architectural standards.
- Draft Architectural Guidelines to assist the ARC in making recommendations within the covenants and bylaws.

**THE ARCHITECTURAL REQUEST PROCESS**

1. Homeowner submits an application to the Architectural Request Committee (ARC), in care of the Management Firm, on the Architectural Request form. **Please note that the ARC has up to thirty (30) days to review the application. Applications may be emailed, faxed, or mailed in.**

2. The application, noted with the date of receipt by the Management Firm, is turned over to the ARC within two (2) working days, provided all information necessary for review is received. (Management Firm will make a cursory review of the application and request from the owner any additional information needed. The ARC may still require additional information, as detailed in 4-d below). **The thirty-day timetable begins when the application is complete and appropriate for review.**

3. The ARC will act on the application within **30 calendar days** from receipt. Members of the ARC generally will communicate informally with each other, via phone and e-mail, and e-mail their decision amongst each other, before the rendering a recommendation to the Board of Directors (BOD).

4. The BOD will review the ARC's recommendation in tandem with the application and render a decision. The BOD's decision will be noted on the application, and returned to the Management Firm. The Homeowner will be notified by the Management Firm of all final decisions, as:

a. **APPROVAL:** The application is approved as submitted

b. **APPROVAL WITH CONDITIONS:** The overall proposal is accepted, but with certain specified changes, limitations, or requirements that must be followed

c. **DISAPPROVAL:** The application is denied. The owner can appeal the Architectural Review Committee decision to the Board of Directors. The Appeal must be submitted in writing within 30 days and sent to the Board of Directors via management. An appeal request by email is acceptable.

d. **ADDITIONAL INFORMATION REQUIRED:** The Committee has determined that additional information is needed for appropriate review of the application. In this case, the entire process begins again once the Management Firm receives the information. The owner should follow the same submission procedure. The Architectural Review Committee will act swiftly on all re-submissions.

5. The owner may appeal to the full Board of Directors, but may not start any requested work until that appeal is heard and then only as approved by the BOD. Members of the ARC may, but are not required to recuse themselves from the BOD vote.

6. The ARC reserves the right to visit an owner's lot and inspect preceding approval, during work or work done under it. This may be done to review the application on site or to ensure that the application as approved was followed.

7. Once work has begun on a request, it must be completed within three (3) weeks unless otherwise noted in the request (stain or paint on pressure treated wood may be delayed, planting may be weather/season dependent).

8. All work must be started within 6 months from approval unless an extension is requested and approved.

### **ARCHITECTURAL REQUEST FORM/APPLICATION**

Architectural requests are available online at [http://www.casnc.com/Communities/Shared%20Community%20Documents/ArchRequestForm-CH\\_table.pdf](http://www.casnc.com/Communities/Shared%20Community%20Documents/ArchRequestForm-CH_table.pdf)