



**Moore's Creek Homeowners Association
Architectural Review Committee (ARC) Application Form**

Do not commence construction prior to approval as fines may be assessed; the C&Rs allow up to thirty (30) days for the approval / disapproval process.

Name:

Date:

Property Address:

Phone:

Email:

Purpose:

If Other:

Start Date:

Completion Date (est):
(90 day max)

Contractor:

Name, address, phone,
license information

1. Is a permit required?

If Yes: Include a copy of the permit as a separate attachment.
All building permits are issued by Madison City.
See: <https://www.madisonal.gov/640/Permitting>

2. Provide a description of the work you are planning to do or planning to have done by a contractor. Provide a list of materials or plants (e.g. the color of paint; the color of brick; the color of shingles; type of lumber; names and varieties of plants; etc

3. Provide a drawing(s) as needed. *Typically, platt/property maps are included clearly showing distances from easements and property lines clearly depicted.* Although the drawing(s) may not be to scale, provide approximate measurements in feet. Please submit drawings on a separate sheet of paper, attach architectural drawings, or include on platt map for clarity.

4. The information being submitted is accurate and a factual representation of the project that is proposed. If approved, I/we will not modify the approved plan without seeking an additional review of the changed plans by the ARC or the MCHOA BOD/ARC review committee.

5. I/we understand that it is my responsibility to contact and coordinate with the local utility companies prior to any excavation work. I/we understand that I/we may not begin work on the project until the committee approves the proposal. I/we also understand that if we begin work before approval is granted, I/we are subject to fines or other remedies available to the association to stop work or remove work accomplished as outlined in the community Covenants & Restrictions (C&Rs).

6. The C&Rs allow up to thirty (30) days for the ARC to render their decisions on all ARC applications.

7. Upload the ARC document to your owner portal, or email completed form to Elite Housing Management (arc@ehmusa.com). You may also mail to the address given below.

***Elite Housing Management
c/o Moore's Creek HOA ARC
125 Electronics Blvd. Ste P
Huntsville AL, 35824***

8. NOTICE: The Board of Directors ARC Chairperson may visit the ARC request property within the next thirty (30) days. The Covenants state in *Article VI: Use Restrictions and Rules, Section 10 - Architectural Standards, 3rd paragraph, page 12, seventh sentence*: Any member of the Board or its representative shall have the right, during reasonable hours and after reasonable notice, to enter upon any property to inspect for the purpose of ascertaining whether or not these Restrictive Covenants have been or, are being complied with. Such Person or Persons shall not be deemed guilty of trespass.

Owner Signature:

BOD/ARC Decision:
and Feedback

BOD/ARC
Signature and Date:

ARC Guidelines

1. Pool/Sheds/Other Improvements Guidelines

- a. Permit needs to be included in application if applicable.
- b. Platt map identifying location (including concrete decking) so we can verify there are no easement issues, encroaching onto neighboring lands etc.
- c. Pool equipment (pumps, filters, pvc pipe, etc.) must be screened per the covenants

2. Generators

- a. concealed form view similar to AC unit installs in the covenants (Section 20). Heat pumps etc.: cannot be affixed to sides/front of house (Section 20) and must be concealed from view.

3. Sheds/Exterior Buildings

- a. must be affixed to or reside on a concrete slab or other ARC approved foundations. Material and colors must match color/style of home. No cinder block foundations allowed.

4. Playsets/playgrounds

- a. Backyard only. Generally allowed with sufficient distance from property lines and easements. Must be properly maintained similar to a fence.

5. Fences

- a. Wood Fence
 - i. Approved materials: Cedar, Pressure Treated Pine
 - ii. Shadowbox arched top.
 - iii. Stain must be applied and the color tobacco brown.
- b. Metal Fence
 - i. Approved materials: Aluminum
 - ii. Color: Black
 - iii. Style: Must be approved by ARC
- c. General Fence Notes
 - i. No fence can exceed 6' height w/o approval.
 - ii. Contractor must be specified specifying start/completion window.
 - iii. Must indicate if fence is on property line with a minimum offset of 2-4" recommended (onto requesters property).
 - If it is and there no neighboring properties with fences they agree to maintain front/back of fence and all maintenance is requestor's responsibility.
 - If neighbors have fence and they are attaching: They need permission from all neighbors they plan to attach to.
 - If requestor is building at property line within minimum offset they are agreeing to allow neighbors to share the fence (tie-into) in the future thus becoming a "party-wall" as defined in the covenants.
 - If any wall is recessed more than 4" from property line or they do not consent to tie-ins from neighbors the ARC will supply further feedback on a case by case basis.
 - iv. Need to indicate if the fence is blocking any drainage path/culvert. It could be denied if this is the case.
 - v. No fence privacy screens without ARC approval

6. Landscaping

- a. Tree rings and general landscaping borders for all front and sides of a home must be approved by the ARC. In general, color must closely match or compliment home colors. If brick is used the color must be identical (in color) to the brick used on the home construction. Other materials/colors must be approved by the ARC and in general should compliment the home colors.
- b. Any landscaping near property lines, easements, or which may grow large enough to obstruct neighboring views requires ARC approval. All landscaping including sod and vegetation (back yard gardens) maintenance is the responsibility of the owner and must be reasonably well kept (trimmed) as to not become a nuisance to any neighboring properties, free of weeds and overgrown grass, and free of unsightly dead/diseased plantings. Garden plants, fruits, etc. are not permitted to be planted or contained on the fronts or sides of homes per Section 30 of the covenants. Potted Plants: Allowed but must be orderly and maintained. No vegetables etc. (Section 30)

7. Other Improvements

- a. If in doubt, please contact the ARC/BOD/Elite for further guidance prior to starting any project.