

DESIGN REVIEW PROCESS AND GUIDELINES

I. INTRODUCTION

The basic intent of the Hales Location Estates Review Process is to keep Hales Location Estates a nice place to live and visit. Experience at other residential communities has shown that uncontrolled growth often destroys the natural environment and visual character of special places.

The quality of site planning, architectural design and construction and landscaping determine to a greater extent the character and visual quality of community. A design review process has been established at Hales Location Estates to help preserve the special character of the community as it grows.

The manual explains the requirements of the Hales Location Estates architectural design and site review process. The guidelines also provide useful information for property owners, their architects and builders. The material should be studied carefully before design work is started in order to avoid unnecessary delays in obtaining design approval and permits for construction at Hales Location Estates.

II. PURPOSE OF THE DESIGN REVIEW PROCESS AND DESIGN GUIDELINES

The Hales Location Estates Design Review Process is designed to be beneficial to all members of the Hales Location Estates.

The Design Review Process establishes the basis for systematic and uniform review of proposed residential construction throughout the Hales Location Estates. It will encourage harmonious architectural design and siting within the natural land forms and native vegetation which makes Hales Location Estates special. It should also enhance the quality of life with the area as well as protect property values.

The Hales Location Estates Guidelines have been prepared to aid property owners, architects and builders in following the Design Review Process. The Design Guidelines describe activities requiring design approval and explain the standard and criteria for Design Review approval.

Design Review has been established to allow the ARC to review and approve all plans for future construction at Hales Location Estates. Therefore, plans for construction on all land shall be submitted to the ARC for approval.

It is the responsibility of the Lot Owner that the Builder complies with mandatory regulations and codes at local and state levels.

III. DECISION CRITERIA OF THE ARC

The ARC will make all decisions based on the Declaration of Covenants, Restrictions and Easements and on the Design Guidelines contained herein or otherwise made available to the applicant.

Legal Basis for Design Review

The Declaration of Covenants, Restriction and Easements for Hales Location Estates provides the legal basis for reviewing and accepting new building proposals. The Covenants and Restrictions are intended to be mutually advantageous to all members of Hales Location Estates. These Covenants were established because the concept of architectural design review has a long and successful history of assisting in the preservation of the value, character and amenities of residential and recreational communities.

Further Decision Criteria:

A) The HLOA encourages sensitive site planning and diverse architectural styles which conform to those Design Guidelines. Applicants should strive to preserve the integrity of the natural environment, to remove a minimum amount of the native vegetation, to preserve particularly beautiful trees, and to promote minimal disturbance of the natural site features and views and vistas to and from the site.

B) As problems arise with the implementation of the guidelines, policies, and procedures of the Declaration, every effort will be made by the HLOA to address them and adopt resolutions to avoid recurrence in the future. The policies and guidelines will be subject to review and revision by the HLOA as necessary to keep them current and manageable.

C) The ARC will continuously evaluate the building styles and techniques to determine those that successfully fulfill development objectives. If a feature or an entire design which is determined to fall short of development objectives it will not be construed as a precedent for repetition.

D) It is not in the interest of the Hales Location Estates community to permit lesser quality development in response to cost considerations.

E) A building design must be approved for the specific site and for the particular needs of its users. Therefore, buildings shall be reviewed on a site by site basis according to the criteria established. Approval of a design for one site, even within the same area, will not necessarily mean the same design will be approved for another site.

F) Homes of similar or identical design of high architectural quality from stock plans are permitted provided that the design fits the site and that near duplication shall be limited to sites out-of-sight of the closest comparable house.

IV. PLANNING CONSTRUCTION

It is recommended that the property owners consult an architect familiar with the

development standards at Hales Location Estates and with the applicable local and state codes and regulations.

It is essential that exterior design plans approved by the ARC be constructed exactly as indicated on the approved plans. Deviations from plans which could occur during construction will be subject to the penalties addressed hereafter unless such deviations are approved in writing by the ARC prior to construction.

Throughout the Design Review Process and Design Guidelines, reference is made to construction limit lines; this area shall not exceed 20% of the total single family lot area (not including driveways and subsurface disposal systems).

V. DESIGN REVIEW PROCESS

Plans for all new construction, subsequent alterations, or additions must be reviewed and approved in writing by the ARC prior to the initiation of construction. If, for any reason, construction is started prior to the receipt of written approval by the ARC, the property owner shall be deemed in violation and shall be subject to penalties and corrective measures specified in the Declaration.

DESIGN REVIEW AND APPROVAL SEQUENCE

1. Owner Meets informally with the ARC to discuss plans. (optional)
2. Owner The ARC will provide you with an Application which you must submit to them along with your sketch plans.
3. ARC Upon receipt of a satisfactorily completed Application, Plans and Stakeout, the ARC will issue an HLOA Design Certificate of Approval.

A. APPLICATION

The applicant shall complete a stakeout and submit an application. This review is intended to resolve possible design problems and ensure that the Design Guidelines are being followed during the design development stage prior to construction. The applicant can avoid many of the problems which might create delays in the design approval process by discussion early in the process work with the ARC.

1. The Application Shall Consist of:

A check or cash payment of One Hundred Dollars (\$100.00). No additional fee shall be required for re-submission of applications revised in response to comments made by the ARC. Applications for review of subsequent alterations of additions to existing buildings shall be subject to the same approval process as new construction.

2. Two Sets of the Following Documents:

a. **Site Analysis and Site Plan:** Scale 1"=20'. The applicant's Individual Septic System Construction Plans as submitted, to be submitted to the WS&PCC with the following modifications sketched or otherwise included thereon;

1. Show the general location of existing or proposed neighboring buildings and indicate possible impacts on proposed construction. Photos would be helpful.
2. Indicate property boundaries, set back lines, location of access street right-of-way and all easements.
3. Superimpose the building plan, including dimensions of all buildings, and area of the site to be disturbed.
4. Show location of all utilities, including telephone, electrical, leach field and water.
5. Indicate the proposed site development, including elements such as: driveway, parking areas, patios, decks, fencing, retaining walls and service yards.
6. Show proposed landscaping.

b. **Architectural Drawings:**

1. **Floor Plans:**

Minimum scale	1/8" = 1'0"
Preferred scale	1/4" = 1'0"

 - a. Show all changes in floor level and relationship to exterior grade.
 - b. Show all dimensions.
 - c. Include door and window symbols and schedules.
 - d. Show all attached decks, fences and other appurtenances. Indicate materials and, if appropriate, show sections and elevations.

2. **Elevation Drawings:**

Minimum scale	1/8" = 1'0"
Preferred scale	1/4" = 1'0"

 - a. Show all exterior views of the principal structure including those which will be partially blocked from view by elements such as garages or fences. Show all exterior views of accessory structures.
 - b. Indicate building materials, window types and door types.
 - c. Show finished floor elevations and existing and proposed grade lines.

3. **Roof Plan:**

Minimum scale	1/8" = 1'0"
Preferred scale	1/4" = 1'0"

3. **Exterior Materials, Colors, Specifications and Samples:**

Except when the Arc specifically elects to waive this requirement, or where the colors or material are already known to the ARC, both the names of proposed exterior materials and physical sample shall be included for all buildings, garages and accessory structures. A final application will not be considered complete without these exterior samples.

Please include the following:

The name, grade, description and sample of roofing to be used; the name, grade, and sample of siding with chosen color applied; specifications and manufacturing for all windows and doors; and any other exterior materials of significance to the design.

4. **Construction Schedule:**

The applicant shall provide a detailed construction schedule indicating the scheduled commencement and completion of the following phases of construction activities:

- a. Site Clearing and Foundation Work
- b. Exterior Construction: Framing, Roofing, Siding
- c. Tie-in to Utilities: Power, Water, Sewer (if applicable)
- d. Septic System Construction
- e. Driveway: When applicable, indicate expected timing on culvert installation.
- f. Landscaping

This schedule will serve as the basis for monitoring of your construction activities.

All homes constructed shall be completed and landscaped within one (1) year from commencement of excavation on the property.

Because Hales Location Estates is an active residential development, the ARC believes construction activities should be scheduled sensitively to minimize the impact on the residents of the community.

5. **Stakeout:**

The applicant shall clearly identify the location of all property lines, where applicable, and proposed construction including decks, patio, garages, services yards, driveways, parking areas, retaining walls, or grade modifications and all

utility lines.

Clearly identify the construction limit lines and place appropriate barriers so that vegetation outside the limit line is protected. Flag with red tape all trees to be saved within the construction limit line and place appropriate barriers so that, in judgments of the ARC, the trees will be adequately protected during construction. If selective clearing is proposed outside the construction limit line, it must be clearly identified.

B. ARC ACTION

Within fourteen (14) days of submission of the application, the ARC will determine whether or not the application is complete and:

Approve the design as submitted;

Approve the design with conditions; or

Deny approval and state the principle reason(s) or denial.

The ARC may offer specific suggestions to assist in resolving problems that may arise during the review process. The ARC can, however, reject an application based on the judgment of its principles. Reasons for rejections include, among others:

Insufficient information to adequately evaluate the design or design intent.

Poor overall design quality.

In compatible design elements.

Inappropriate design treatment.

A design found to have an adverse effect on the character of Hales Location Estates or its residents.

If action is not taken by the ARC within the thirty (30) day period, the application shall be considered approved.

C. ARC APPROVAL

When compliance has been ascertained, the plans shall be stamped "Approved Except as Noted". A Hales Location Estates approved Application must be posted and maintained in a visible manner next to the County Building Permit on the construction site.

D. OTHER PROPOSALS

Approval by the ARC and the issuance of the Hales Location Estates Design Certification does not preclude the necessity of obtaining other permits required by law.

VI. DESIGN GUIDELINES

A. SITE PLANNING

1. Grading

When you build at Hales Location Estates, you may want to use grading to create visual interest, to provide privacy or to improve climate control. It is important, however, that disruption of the natural conditions be kept to a minimum and that all grading be softened to avoid abrupt changes in the natural terrain.

Conventional excavating equipment can be used for most excavation. It is recommended that site planning and building design accommodate any natural bedrock conditions. Blasting is discouraged and requires a special permit. If permitted, blasting must be carefully controlled.

Earth cuts and fill must be re-vegetated, terraced or controlled by retaining walls to protect against erosion and sedimentation.

2. Drainage

Careful consideration should be given to the impact your site development will have on the overall drainage patterns of your development area.

When building on sloped terrain, the drainage system for your site should distribute the runoff from storms or irrigation over large areas of land to slow runoff velocity and increase absorption. Natural overland drainage is recommended when possible. Open lined channels are recommended only in difficult conditions and culverts are recommended only in extreme instances.

You should also be aware that sparse vegetation cover, fine grained soils, and steep slopes create conditions that can result in erosion and sedimentation. Where large changes in grade require extensive cut and fill and the resulting slope is greater than 3:1, retaining walls, terracing and/or a combination of jute mesh to retain soil and grasses which are both fast growing and erosion resistance are recommended. Where resulting slopes are in excess of 2:1, retaining walls may be required.

3. Siting

You will want to site your house to take advantage of any views, but there are some further siting considerations you should keep in mind.

Buildings should fit into the landscape. Buildings on a side hill should be set into the slope, not on it. They should be sited parallel to contours and avoid intrusions above ridge lines. Significant outcroppings should be preserved intact.

Minimal disturbance of natural landscape is a key requirement for virtually all site

work at Hales Location Estates. There should be as little disruption of existing vegetation as possible. To ensure that maximum effort is made to preserve all existing trees, the ARC must approve all tree removal before, during and after construction.

4. Driveways

Driveways must be at least twelve (12) feet wide but not over twenty (20) feet wide. They must provide for safe access onto Hales Location Estates' roads. Intersections should be designed to provide for maximum visibility and should be close to perpendicular.

Driveways should be designed to provide reasonable grades, not to exceed 10% unless approved by the ARC.

Driveways on sloping ground should not run perpendicular to land contours. All cut in fill should be softened and re-vegetation to prevent erosion. Interference with natural drainage flows should be avoided as should interception of surface drainage from roadways.

5. Utilities

All utility lines must be buried underground unless waived by Hales Location Estates ARC. They should be located under or immediately adjacent to driveways whenever possible to minimize the access for repairs. Transformer pads, air conditioners, and similar mechanical equipment must be screened from view.

6. Setbacks

There shall be a fifteen (15) foot setback from the side yard. There shall be a thirty (30) foot setback from all streets.

No above ground structure shall be constructed on any home lot within 150 feet of the center line of a fairway except as required for installation of septic systems. The intent and purpose of this is to prohibit structures being built on a lot within 150 feet of the center line of a fairway so as to avoid damage to a structure as a result of the playing of golf.

7. Sprinkler Systems

It is recommended, but not required, that all residences and attached structures shall contain a water sprinkler system, which shall meet the requirements and specifications of the State of New Hampshire with respect to fire safety.

B. ARCHITECTURE

1. Foundations

A great deal of consideration at Hales Location Estates should be used if a foundation is needed on a side hill location. Foundations are more visible and therefore require special attention. Exposed concrete must be avoided wherever possible. All building walls shall extend to within 24" of the proposed grade unless an alternative is approved by the ARC.

2. Exterior Walls

Exterior walls should reflect the quality of permanence. The use of clear grained wood siding is encouraged. The wood siding should be treated with natural preserving stains. The stain color should be compatible with the earth tones characteristics of the soil, rock, vegetation and other natural elements of the site. Traditional New England colors are also encouraged. Vinyl siding also will be allowed if siding colors are compatible with the above guidelines. Indigenous architectural forms are encouraged, traditional colored paint or stain may be used as accents.

3. Roofs

Rooftops access, stairways, etc. shall not protrude from the roof. Skylights should be set back from the eye line, placed as close to the roof surface as is functional and located parallel to the roof plane. Preferred roofing materials are architectural asphalt shingles, non-glare metal, or fire treated shakes or shingles.

4. Porches and Decks

Protected porches and decks are desirable. Screen porches will add to summer enjoyment but must be an integral part of the building design.

5. Fencing and Walls

Choice of fencing or wall type and materials will depend on the architectural design or related buildings, or the specific use or purpose of the fence.

For aesthetic and environmental reasons, solid fencing shall be attached to the building or used within fifteen (15) feet thereof and shall not exceed seven (7) feet in height. The preferred material members should be on the interior of the fence.

In order to decrease visual impact, fencing further than fifteen (15) feet from the building/s shall be open and shall not exceed four (4) feet in height. Split rail with wood posts, are preferred fencing materials. They will be considered provided that they preserve or enhance the architectural and site design. For example, the ARC will encourage the use of low stone walls to enhance landscaping detail.

In general, fences will be most attractive when they are similar to buildings in color, texture, material and pattern. Metal chain link fencing will not be permitted. All fences must be approved by the ARC.

C. LANDSCAPE ARCHITECTURE

The natural landscape at Hales Location Estates is a significant factor in the community's aesthetic and recreational character. Because the natural environment is such an integral part of the Hales Location Estates community, all landscaping activities at Hales Location Estates should complement the native plant communities. The ultimate goal is to maintain an integrated and harmonious community between man and nature.

1. Recommended Design Philosophy and Plant Materials

Because the North Country environment at Hales Location Estates has a relatively harsh climate, plant materials must be chosen with care. The use of native plant species is highly recommended. They tend to be the most adaptable and most self-sufficient.

Through the use of adaptable or native plant species, one can eliminate most of the maintenance costs associated with contemporary suburban landscaping activities. Once established, these plants will require no more nutrients than those provided by nature. Plants selected for their ornamental value should be examined for their adaptability to the environment at Hales Location Estates as well.

The ARC encourages naturalistic plantings arranged in dense, informal patterns which characterize the surrounding indigenous landscape. A properly designed natural landscape planning is one that forms a complete natural community of plant association.

In areas where the native vegetation is being retained, sound forest management's practices should be implemented. When necessary, and with the approval of the ARC, trees greater than four (4) inches in diameter can be removed, underbrush removed and selective thinning accomplished.

2. Ground Cover

The use of ground cover on disturbed terrain at Hales Location Estates is strongly recommended. By consolidating the disturbed surfaces of fine-grained soils, ground cover plays an important role in the prevention of erosion and sedimentation. Ground cover also provides a form of natural cooling as it absorbs radiation from the sun.

3. Retaining Walls

Steep or unusual terrain will present an opportunity to use retaining walls. Generally, Slopes over 3:1 should be mitigated with retaining walls and slopes over 2:1 must be controlled with retaining walls. In view of the natural occurrence of the boulders throughout Hales Location Estates, boulders should be given first consideration in the creation of a retaining wall.

D. PERMITTED BUILDING TYPES

Traditional or contemporary versions of Capes, Saltboxes, Ranches, Gambrels, Splits and Colonials are permitted. Other contemporary styles may be submitted for approvals.

Examples of types of buildings not permitted are modular homes, metal homes, earth homes, A-frames, log cabins, geo-sphere homes, or any such home that stands out and is deemed peculiar in design. Minimum square footage of living space, (ie. Not including garages and breezeways) is 1,700 square feet.

VII. CONSTRUCTION AT HALES LOCATION ESTATES**A. PRE-CONSTRUCTION ACTIVITIES**

No lot is to be cleared or construction otherwise started without the approval of the ARC. The applicant agrees to pay for any damages to street, ditches, common areas, trees to be saved, or adjoining lots or sites which might occur during site clearing, landscaping or home construction.

The ARC will inspect the building under construction for compliance with approved plans and may report its findings to the Board of Directors or County Commissioners.

Presently, there is no dumping area for contractors at Hales Location Estates, nor is there a pit for obtaining earth fill. Contractors must dispose of all construction materials at their own expense or the expense of the property owner.

B. CONSTRUCTION ACTIVITIES – GENERAL RULES

Hales Location Estates is a residential community which attracts people who seek the unique residential opportunities and scenic environmental amenities it has to offer. While visitors and residents all understand the need for construction activity, they will enjoy their time here more if construction activities take place in an orderly and timely manners. Therefore we ask your cooperation with the following procedural requirements:

1. In order to minimize the damage to the natural terrain, ingress and egress to the lot shall be made through only one place on the site as indicated on the final application. Damage to streets, common areas and trees as a result of construction will be assessed by the ARC and charged to the Owners.
2. Only those trees indicated to be removed on the approved site plan shall be removed. Care should be exercised to protect all other trees from equipment damage and/or filling.
3. Care should be taken during construction to avoid cutting, placing any fill, or storage of equipment or materials under the tree drip line.

4. Materials must be stored in an inconspicuous area of the site within the established limits of construction specified in the final application. No vehicles or material will be permitted outside the construction limit line. The use of adjoining properties for access to the site of the storage of materials is forbidden unless written permission is obtained from the owners.
5. Cleanliness will be practiced and contractors are required to make frequent cleanups of surplus materials, trash, coffee cups, wrappers, etc. Cleanups shall be made at least once a week on Fridays so that the community will be clean for the weekend visitors and residents. Unsightly building sites constitute nuisances to the community and will be handled according to the Covenants and Restrictions.
6. One sign identifying the contractor, architect and landscape architect may be displayed on the Lot. This sign must not exceed 19" x 16". No loud or gaudy colors will be permitted. When the job is complete, the sign must be removed immediately. No other signs will be displayed at any time, including those of subcontractors or signs advertising other goods or services.
7. Because sewer and water service to the buildings is underground, care should be taken to insure these lines have been installed in the utility ways shown on the final application and that all water and sewer connections have been made prior to paving drives, walks, etc. Any questions about the location of underground lines should be directed to the ARC, Board of Directors or Manager.
8. Construction should proceed in a timely manner taking into account the potential adverse effects of seasonal variations in the weather. It is recognized that landscaping planting periods are limited, however, building construction is not considered complete until ALL site work is finished.
9. There will be no loud music played by the contractor or sub-contractors at anytime that will cause residents to register a complaint.
10. Contractor or sub-contractor dogs or other animals will not be allowed on site unless they are continually on a leash.
11. The working hours for construction personnel at Hales Location Estates will be from 7:00 AM to 8:00 PM, Monday through Friday and 8:00 AM to 5:00 PM on Saturdays.
12. BOCA National Building Code standards must be used in construction.

C. POST-CONSTRUCTION ACTIVITIES

Upon the completion of construction, the property owner and the contractor are responsible for:

1. Removing all remaining building debris from the site and surrounding areas.
2. Removing contractor's signs.

VIII. FINES AND PENALTIES

The Design Review Process and the underlying Declaration of Covenants, Restrictions and Easements establish these procedures and regulations which will be enforced. Legal remedies may be sought as for negligent as well as intentional violations of this process, in the amount of One Hundred Dollars (\$100.00) per day for any such violation that remains unabated after written notice provided by the ARC and Board of Directors. Any such fine will constitute a lien on the property as provided in Article V of the Declaration, with the same payable to the HLOA, as well as interest and costs of collection as provided therein.

HALES LOCATION OWNERS ASSOCIATION
DESIGN REVIEW PROCESS
SHORT GUIDELINES

This step by step guide will aid you in your construction process. Refer to the Design Review Process and Design Guideline for a more in depth understanding of the standards expected at Hales Location Estates. The term ARC, hereinafter, refers to the Architectural Review Committee.

The Committee is made of five (5) members. Two (2) members are also members of the Board of Directors and two (2) members-at-large from the lot owner membership and the HLOA Manager.

APPROVAL PROCESS

FIRST STEP

The Builder will meet with the ARC to submit the house plans, a site plan along with an application signed by the builder and Lot Owner.

This application must be submitted to the ARC with a check for \$100.00 made out to the HLOA.

The application should state the Lot Owner and Builder have been given a copy of the **Declarations, Covenants and Restrictions, By-Laws and The Design Review Process and Design Guidelines.**

BOCA National Building Code standards are to be followed during the construction process and if the Owner or Builder has any questions or concerns regarding these requirements, they should be addressed at the initial meeting with the ARC.

SECOND STEP

An on-site meeting with the ARC and Builder will occur to review the site plan. At this time, the house site stakes should be in the ground for review. The number of trees removed at this time should be limited to those needed to stake the site.

The areas designated to remain in a natural state should be designated with appropriate tape and the trees outside of this area that are to be removed should also be designated.

Resubmission of house plans if needed.

APPROVAL OF THE ARC

The process should be accomplished in a timely manner following final submission of house and site plans. Two sets of plans (house and site) should be submitted. Both sets of plans will receive the approval seal of the HLOA.

The first set will be kept in the HLOA office and the second set will be kept on site.

If a variance is needed, a request should be submitted first in writing to the ARC for a recommendation and then to the HLOA Board of Directors for final approval.

MODIFICATION TO THE APPROVED PLANS

All changes made to the exterior construction and significant changes to the interior construction must be reported to the ARC for approval prior to implementation. Requests should be made in writing. These will be made in duplicate and a copy will be returned to the Builder following approval.

EXTERIOR LANDSCAPING

Any unusual landscaping or significant topographic changes should be submitted to the ARC.

FENCES OR EXTERIOR WALLS

All fences or exterior walls require approval from the ARC.

SETBACKS

There shall be a fifteen (15) foot setback from the side yard. There shall be a thirty (30) foot set back from all streets.

No above ground structure shall be constructed on any home lot within 150 feet of the center line of a fairway except as required for installation of septic systems.

SPRINKLER SYSTEMS

It is recommended, but not required, that all residences and attached structures shall contain a water sprinkler system, which shall meet the requirements and specifications of the State of New Hampshire with respect to fire safety.

SUBDIVISION OR REALIGNING A PROPERTY LOT

There shall be no subdivision of a property lot or realignment of a property lot without the written approval of the HLOA Board of Directors.

COMPLETION OF CONSTRUCTION

All homes constructed shall be complete and landscaped within one (1) year from commencement of excavation of the property.

HALES LOCATION OWNERS ASSOCIATION

RULES GOVERNING
CONTRACTORS

- ⑩ All vehicles must have valid motor vehicle registrations.
- ⑩ No overnight parking of trucks or equipment except when currently being used in construction.
- ⑩ No dumping in Hales Location without special permission from the Board of Directors.
- ⑩ No long term parking in Hales Location without special permission from the Board of Directors.
- ⑩ General contractor must post a \$2,000.00 road bond for road repair before construction begins.
- ⑩ Contractor must submit two complete sets of house and site plans to the ARC for approval prior to construction. Plans should be readily available at the construction site.
- ⑩ No construction will be started until an approval from the ARC is received.
- ⑩ A set of signed (ARC approved) plans should be kept on the construction site.
- ⑩ Contractors must abide by the ARC rules.
- ⑩ The working hours for construction personnel at Hales Location Estates are from 7:00 am to 8:00 pm, Monday thru Friday and 8 to 5 on Saturdays.
- ⑩ There will be no loud music played by the contractor or subcontractors at anytime that will cause residents to register a complaint.
- ⑩ Contractor or subcontractor dogs or other animals will not be allowed on site unless they are continually on a leash.
- ⑩ BOCA National Building Code standards must be used in construction.

General Rules and Guidelines Hand Delivered to Owner of Record and Builder of Record this _____ of _____, _____

Owner _____ Builder _____

ARC Committee/Board of Directors Member

By _____ Authorized Signature