



Architectural Change Request Procedures for Homeowners

The following is a Summary of the Drumaldry Homes Association Architecture Committee Standards and Procedures currently in effect as they pertain to a homeowner's request for changes or additions to their home to be made to the Architecture Committee. The entire Standards and Procedures document follows this Summary and should be referred to for any questions not addressed in this Summary.

In accordance with the Drumaldry Homes Association's Declarations and Bylaws, **any** change to the exterior of a home must first be approved by the Architecture Committee or the Board. However, the DHA Board and the Architecture Committee have compiled pre-approved listings of elements that do not need formal approval. (Please see section **A** below.) The Drumaldry Homes approval process is in **addition** to any county permit and approval processes and may be, in some instances, stricter than county requirements. Obtaining a permit and proper inspections does not fulfill the requirement for Association review.

Drumaldry Homes Association's review, carried out by the Architecture Committee (AC), considers both the architectural harmony of the community and the specific location of alterations on the property, not the suitability or structural integrity of the project. The Committee has developed procedures to assist homeowners in this process. A summary appears below.

A. Pre-Approved Items

◆ Alterations not Visible to Others

Any exterior alteration of a pre-approved item or fixture that cannot be seen from the street or by a neighbor in the Drumaldry Homes community should be submitted to the Committee for community files. Neighbor notification may be required if the work done will result in disruption or noise or otherwise impact the surrounding homes.

◆ Pre-approved Paint and Stain Colors

The Committee has identified and makes available to homeowners a listing of colors that are pre-approved. No application to the AC is required to use these colors. The color listings include multiple brands available from paint and "big box" stores. These will be available from the Chair of the AC and will be posted online at www.drumaldry.net. Color books of actual samples are available to be checked out from Andy Coelho or Katherine Burk.



◆ **Pre-approved Building Materials & Architectural Features**

The Committee has identified building materials and architectural features (roofing, siding, doors, windows, hardware, light fixtures, bricks, etc.) that are similar to, or harmonious with, the community. No application is required to use any of these elements as long as no style, size or other change is made. A complete list of materials and features is available from the AC Chair, in the Homeowner Notebook and on the DHA website. The Pre-approved Lighting book is available to be checked out from Andy Coelho.

◆ **Maintenance of Property**

The replacement of original building materials or architectural features with the identical materials (or pre-approved Hardie Panel) and the use of pre-approved paint and stain colors are considered to be property maintenance, not exterior changes, and therefore do not require AC approval. If there is any doubt about originality of features or if a color is not identifiable from the pre-approved list, an alteration request form should be submitted to the AC.

B. Alterations Requiring Review

◆ **Homeowner Responsibility**

It is the responsibility of the homeowner to submit an **Architectural Alteration Request Form (AARF)** for any exterior change other than those specified above as not requiring any review. Alteration Request Forms are available on the DHA website (www.Drumaldry.net) in the Homeowner Notebook and from the AC Chair.

◆ **Committee Responsibility**

In accordance with the Declaration of Covenants, the Architecture Committee and/or the DHA Board has thirty (30) days to approve or deny the alteration request. Homeowners will be informed of the decision of the AC in writing within three (3) days of the AC meeting at which the decision was made. If the request involves a major addition or other change that directly impacts neighbors or requires a permit, the request may be referred to the Board for final approval. The Board will respond directly to the homeowner within the prescribed 30 days.

◆ **Approval Requirement**

No alteration (other than use of pre-approved elements) should be undertaken before the AC has reviewed and approved a project. Doing so may result in additional expense for the homeowner if design alterations are required or material choices are not approved.

Examples of alterations may include requests for a:

- Change in siding or trim color or stain or architectural feature that is not on the pre-approved lists



- Additions
- New construction
- Removal and/or replacement of an original feature or element

◆ **Committee Assistance in Preparation for Alteration**

To assist homeowners, the AC is willing to review preliminary designs or ideas and will try to provide guidance. A completed Architectural Alteration Request Form is not required for this. The homeowner should be aware that no alteration should begin until approval of the final design is received.

◆ **Submission for Approval**

The Architecture Committee requires that homeowners submit an AARF at least five (5) days prior to the next scheduled meeting. Alteration requests received fewer than five days before an AC meeting may not provide the AC members enough time to review the request, visit the property or prepare questions to the homeowner in time for deliberation at the forthcoming meeting. While efforts will be made to fairly consider these requests, it is more likely that unanswered questions will result in an initial denial. In addition, the required neighbor signatures will need to be reviewed before any request will be accepted for deliberation.

◆ **Attending Meeting**

Homeowners submitting alteration requests to the AC are welcome to make their presentations in person. All AC meetings are open to the community.

◆ **Form Completion and Further Requirement**

A complete **AARF** should be accompanied by a list of all materials and supporting documentation that shows location, color and specifications of material when appropriate. This documentation may include: photographs, blueprints, drawings, site plans, finish samples, supplier brochures or ads, etc.

◆ **Incomplete Submissions**

Incomplete submissions will be handled in the following manner:

- An effort will be made to provide the homeowner with a list of the missing documents and to request that these be submitted prior to the meeting.
- Signatures of neighbors will be reviewed by referring to the Drumdry site maps. The AC will provide the addresses of those that may be required.
- If the committee determines at its meeting that it has inadequate information to consider the request, the homeowner will be informed in writing that the committee has initially disapproved the application.



C. Denial of Request

◆ **Committee Notification to Homeowner**

If a project request is disapproved, the homeowner should understand that, the project may not proceed. If a request is not approved, the Committee will:

- Notify the homeowner of the specific issue(s),
- Request that the homeowner resubmit their proposal with all appropriate documentation and
- Review any revised proposal at a regular or special meeting as necessary

◆ **Resubmission by Homeowner**

Resubmission following a denial should include any changes or amendments requested by the AC. This will require a new or amended application. Review of this application and its supporting documentation would normally be done at the Committee's next regularly scheduled meeting which could result in an additional thirty (30) day wait. The committee may, in its discretion, consider the reapplication sooner than its next regularly scheduled meeting.

◆ **Appeal of AC Decision**

Homeowners who disagree with the AC's decision may appeal to the Board of Directors. Appeals should be made in a timely manner by writing the Board President or Secretary. The Board of Directors shall be the final authority within the Association for the resolution of disputes.

- Homeowners may provide the Board with all materials and information they believe is relevant.
- The Board may, at its discretion, obtain AC records and ask for an AC representative to address the issue at the appeal.

D. Compliance Issues at Time of Sale

- ◆ At the time a house is put on the market or when a request is made for DHA documents for settlement, the AC will provide the DHA Treasurer with information concerning architectural compliance of the property. Disclosure of this architectural information, along with financial information that is legally required, will be made to the settlement company. To avoid potential problems at settlement, we encourage owners to contact the AC regarding potential issues before selling a home.