

Architectural Review Request Instructions

To make a request for Architectural Review, complete a request form and submit it with all back-up documents to:

arcrequest@mullinsbendhoa.com

boardofdirectors@mullinsbendhoa.com

Specific Requirements for Submission:

All Improvements must be made in accordance with the Mullins Bend Declaration of Protective Covenants and Restrictions. Please review these documents carefully, and make sure your plans comply with their requirements. Unless specifically exempt, all Improvements must be approved by the Architectural Review Committee. Please use the following as a guide- if you were on the Committee and reviewing the submission. Do you have requisite items to visualize the completed product? If your documentation can stand alone, and there are no unanswered questions based on the submission, then it is likely your submission is acceptable.

PLEASE NOTE: THE PROCESS OF ARCHITECTURAL REVIEW MAY TAKE UP TO 30 DAYS.

Painting - submit paint samples - large samples help give a better impression of color than small ones.

Landscaping - Include a plot plan showing in detail what you intend to accomplish. Be sure to show existing conditions as well as your proposed improvements. If you will be planting trees and shrubs, be sure to indicate the type and size on the drawing.

If you will be installing rock or bark mulch in planting beds, be sure to specify the type, color and size. If you are using edging, be sure to specify the type of edging. If you are installing a retaining wall, you must indicate how it will be constructed.

IT IS EXTREMELY IMPORTANT TO RECOGNIZE THAT YOU MAY NOT ALTER THE DRAINAGE ON YOUR LOT BY YOUR LANDSCAPE IMPROVEMENTS.

Fencing - Be sure to show the location of the proposed fencing on a plot plan and describe the type of fence and whether you intend to seal or stain it.

Roofing - Submit manufacturer's sample or brochure showing the type and color of shingle you are using

Brick - If you are using brick you must submit a sample or brochure indicating the color of brick.

Building Additions - If you are constructing a room addition to your home, you must submit full working drawings for the improvement. This would include floor plans and elevations of all exterior views as well as construction details. Please refer to the Covenants for specific guidance on buildings

Patio Covers or Gazebos - You must submit a plot plan showing the proposed location in addition to elevations showing construction and exterior appearance. Also include exterior finish if other than natural.

Architectural Review Questions and Answers

What is Architectural Review?

Architectural Review is the power of the Homeowners Association to govern the exterior appearance of all properties in the community upon which homes are built.

Where does this authority come from?

The authority comes from the Declaration of Covenants, Conditions and Restrictions for the Association which is a legal document recorded with the Clerk & Recorder prior to any home being purchased.

Do I have a choice regarding Architectural Review?

No. By virtue of the purchase of your home in your community, you have subjected yourself to the legal documents of the Association and to the jurisdiction of the Committee.

Why are there architectural standards?

The benefit of Architectural Review is basically two-fold. First, the community in which you live will maintain its attractive appearance if there are standards. Second, if the community maintains its attractive appearance, the value of all properties in the community will be retained at a higher level than if there were no Architectural Review and approval.

What type of exterior changes require approval of the Association?

All of the following improvements require Committee approval. This list is not intended to be all-inclusive because the basic concept is any exterior improvement requires approval.

- Painting
- Siding replacement
- Garage door replacement
- Accessory buildings, such as storage sheds
- Window replacement with other than original type installed
- Dormer installation
- Re-roofing
- Sidewalk, fence and deck installation
- Basketball backboard installation (permanent to the property, NOT portable)
- Decorative items or sculptures
- Trees, shrubs, landscaping
- Changing color of any exterior item such as roof, paint, rock
- Awnings
- Skylights
- Dog runs (if allowed in the Covenants)

Note: A manufacturer's brochure is good to include for any submission, if appropriate (example — gazebo kit).

